CASIO

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MO0631C Printed in Taiwan

SF-8500 Owner's Manual CASIO

SF-8500

Owner's Manual

CASIO

GUIDELINES LAID DOWN BY FCC RULES FOR USE OF THE UNIT IN THE U.S.A. (not applicable to other areas).

NOTICE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Proper connectors must be used for connection to host computer and/or peripherals in order to meet FCC emission limits.

Connector	SB-60	SF Unit to SF Unit
Connector	FA-120 (Version 3.50c)	SF Unit to PC for IBM Machine

Introduction

Congratulations on your purchase of the CASIO SF-8500 (referred to as SF Unit in this manual). For best results and to ensure that you are able to employ the features and functions of your SF Unit to their fullest, carefully read this manual and keep it on hand for future reference.

- Note that the example displays provided in this manual are provided to show you the messages and screens that appear during certain operations, and are not actual size. The actual display of your SF Unit will show other mode and other indicators, which are not shown in the examples in this manual.

- CASIO COMPUTER CO., LTD. assumes no responsibility for any damage or loss resulting from the use of this manual.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any loss or claims by third parties which may arise through the use of the SF Unit.
- CASIO COMPUTER CO., LTD. assumes no responsibility for any damage or loss caused by deletion of data as a result of malfunction, repairs, or battery replacement. Be sure to back up all important data on other media to protect against its loss.

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EPSON LX-800 is a registered trademark of Seiko Epson Corporation.

Before Beginning Operation

Read this first!

Be sure to read this part of the manual before doing anything else! It includes important information that you need to know in order to use the SF Unit correctly.

This SF Unit includes a Spreadsheet Mode (Lucid 3-D), which is not covered is this manual. Operation of the Spreadsheet Mode is covered in a separate manual.

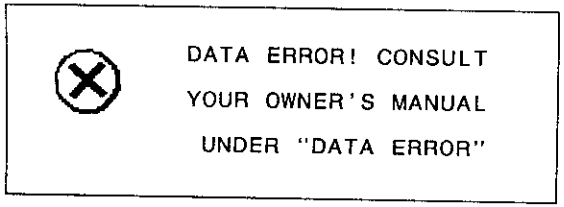
Make back up copies of important data!

Your SF Unit employs electronic memory, which makes it possible to store large volumes of data and to recall stored data quickly and easily. Data is retained as long as power is supplied by the batteries. This means that should batteries go dead, or if you make a mistake while replacing batteries, the data stored in memory may be damaged or lost entirely. Data contents can also be damaged or lost due to strong external static electrical charge, strong impact, or extremes in temperature and humidity.

All of this means that you should make back up copies of important data in a notebook in case any of the above conditions occur.

Data Error

Whenever you switch on the power of the SF Unit, it performs a self check to make sure that everything is in order before beginning operation. If the SF Unit detects a problem with or a loss of data, it displays the following message.



Data that is damaged or lost cannot be recovered.
Data errors are generally caused by one of the following problems.

1. Interruption of battery power (see page 8).
2. Severe static electrical charge, impact, change in temperature, or change in humidity (see page 5).
3. Hardware problem.

After the Data Error display appears, you will not be able to input or edit data, though you will be able to recall data (after pressing the [CLEAR] key to clear the display). Following the Data Error display, follow the instructions outlined below.

In the case of 1 or 2...

You must perform the RESET operation (page 135) to clear the memory and return to normal operation. Before doing so, you may want to recall important data and write it down (if you don't already have a copy on paper). Then you can reinput the data after the memory is cleared.

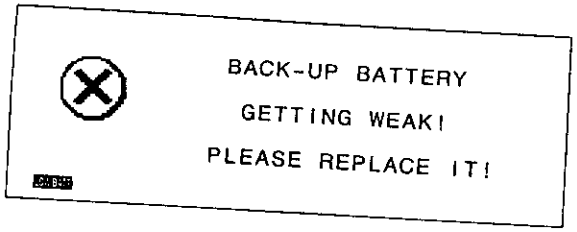
In the case of 3....

Consult with your nearest CASIO dealer.

Whenever one of the following messages appear on the display, you should take the action described below.

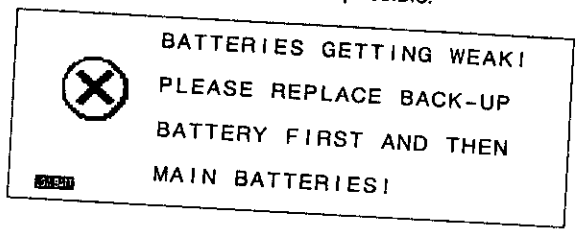
ACTION:

Pressing [CLEAR], [ESC] or any mode key clears the message and lets you continue operation, but the above message will probably appear again. Replace the main batteries as soon as possible.



ACTION:

Pressing [CLEAR], [ESC] or any mode key clears the message and lets you continue operation. Replace the back-up battery as soon as possible.



ACTION:

None of the keyboard keys are active except [OFF]. Switch power off and immediately replace the back-up battery. After replacing the back-up battery, you should then replace the main batteries.

Memory Overflow Message

The message "MEMORY FULL!" appears on the display when the data you are trying to store exceeds memory capacity.

When this happens, perform the two following operations.

- Press [◄] or [►] to display the data you are trying to input, and reduce the number of characters. If the memory overflow message appears again when you try to store the data, try the next operation below.
- Press [CLEAR] to display the input prompt for the mode you are in ("NAME?", "MEMO?", "DESCRIPTION?"). Next, either delete data items you no longer need to make room for the new data.

Precautions

Note the following important precautions to ensure that you get the most out of your SF Unit.

- Never try to take your SF Unit apart.
- Avoid strong impact and sudden temperature changes.
- At very low temperatures, the display response time may slow down or the display may fail completely. This is temporary, and correct operation should return at normal temperature.
- When the message "MAIN BATTERIES GETTING WEAK! PLEASE REPLACE THEM!" or "BACK-UP BATTERY GETTING WEAK! PLEASE REPLACE IT!" appears on the display, switch power off and replace batteries.
- To avoid serious damage caused by leaking batteries, replace batteries once every two years, regardless of how much you use the SF Unit.
- Never use thinner, benzine or other volatile agents to clean the exterior of the SF Unit. Instead, wipe it off with a soft cloth dampened in a solution of water and a mild, neutral detergent. Wring the cloth out until it is almost dry.
- If the SF Unit is exposed to strong static electrical charges, the display may dim or the SF Unit may lock up. To correct this situation, switch power off, and then remove and then replace the main batteries.
- Do not press the keys of the SF Unit with a pen, pencil or other sharp object.
- The SF Unit may cause interference with radio or television reception Keep it away from such appliances when in use.

About the Power Supply

You should stop whatever operation you are performing and replace batteries as soon as one of the weak battery messages shown on pages 3 and 4 appears on the display. Note that the SF Unit has two separate power supplies.

- **Main Power Supply**
  The main power supply uses two CR2032 lithium batteries. These batteries power keyboard operations, the display and alarm tones. They also supply power required when the SF Unit is switched off, and they provide power to the memory while you are replacing the back-up battery. The following shows the normal service life of the main batteries under two different test conditions.

Battery Life	Conditions
120 hours:	Operating temperature of 20°C Repeated cycle of 1-minute data input into Telephone Directory followed by 10-minute display.
150 hours:	Operating temperature of 20°C Continuous display in Telephone Directory.

You should replace the back-up battery at least once every 5 years, regardless of whether or not the weak battery message appears during that time.

If you do not use your SF Unit for a long time...
- Be sure to switch the SF Unit on at least once a month to check the display for a weak battery message.
- If a weak battery message appears (pages 3 and 4) when you switch power on, replace batteries as soon as possible.
- If the SF Unit does not respond when you switch power on, replace main batteries as soon as posible.

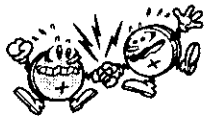
Important
- All data stored in memory is lost if both the main batteries and the back-up battery are dead, or if you remove all batteries from the SF Unit.
- If it is necessary to replace all batteries, replace the back-up battery first, and then replace the main batteries.

Precautions

Incorrectly using batteries can cause them to burst or leak, possibly damaging the interior of the SF Unit. Note the following precautions:

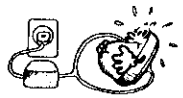
- Be sure that the positive (+) and negative (−) poles of each battery are facing in the proper direction.

- Never mix batteries of different types.



- Never mix old batteries and new ones.

- Never leave dead batteries in the battery compartment.
- Remove the batteries if you do not plan to use SF Unit for long periods.
- Replace the batteries at least once every two years, no matter how much SF Unit is used during that period.
- Never try to recharge the batteries supplied with the unit.



- Do not expose batteries to direct heat, let them become shorted, or try to take them apart.

- Should a battery leak, clean out the battery compartment of the SF Unit immediately, taking care to avoid letting the battery fluid come into direct contact with your skin.

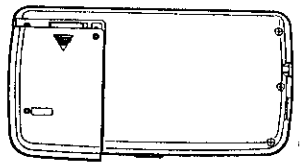
Keep batteries out of the reach of small children. If swallowed, consult a physician immediately.

To replace the main batteries

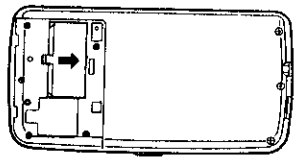
Before replacing the main batteries, note the following precautions.

- Do not remove the back-up battery from the SF Unit while main batteries are removed.
- Be sure to replace both batteries at the same time, and do not use an old battery with a new one.

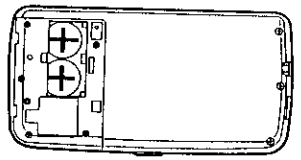
1. Remove the screw that hold the battery compartment cover in place.
2. Remove the battery compartment cover by sliding it in the direction indicated by the arrow in the illustration.



3. Slide the main battery holder in the direction indicated by the arrow.



4. Remove both old batteries and replace them with two new ones.



- Use two new batteries. Wipe the surfaces of the batteries with a soft, dry cloth. Make sure that the positive (+) sides of the batteries are facing up (so you can views the positive sides as the batteries lie in the battery compartment).

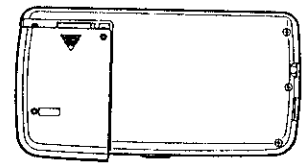
5. Replace the main battery holder.
6. Replace the battery compartment cover and fasten it inplace using the screw.

To replace the back-up battery

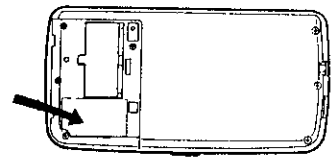
Before replacing the back-up battery, note the following precautions:

- Do not remove the main batteries from the SF Unit while back-up battery is removed.
- Be sure to replace the back-up battery at least once a year.

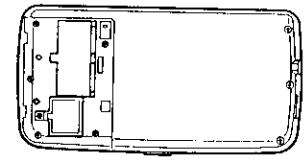
1. Remove the screw that hold the battery compartment cover in place.
2. Remove the battery compartment cover by sliding it in the direction indicated by the arrow in the illustration.



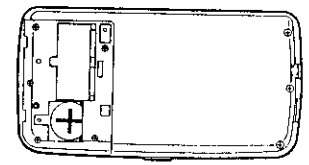
3. First, remove this sticker from the back-up battery holder.



4. After removing this sticker, take the screw off that secures the back-up battery holder in place, and then remove the battery holder.



5. Remove the old barttery and replace it with a new one.



- Wipe the surfaces of the batiery with a soft, dry cloth. Make sure that the positive (+) side of the battery are facing up (so you can views the positive side as the battery lies in the battery compartment).

6. Replace the back-up battery holder and fasten it in place using the screw, and replace the sticker over the battery holder.
7. Replace the battery compartment cover and fasten it in place using the screw.

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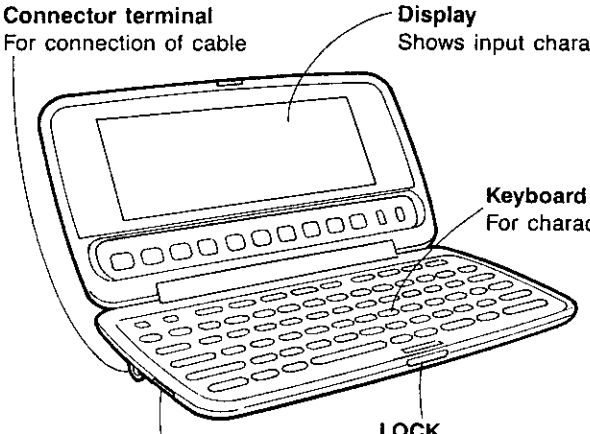
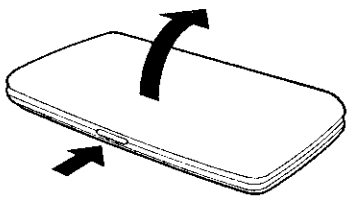
Getting to Know Your SF Unit



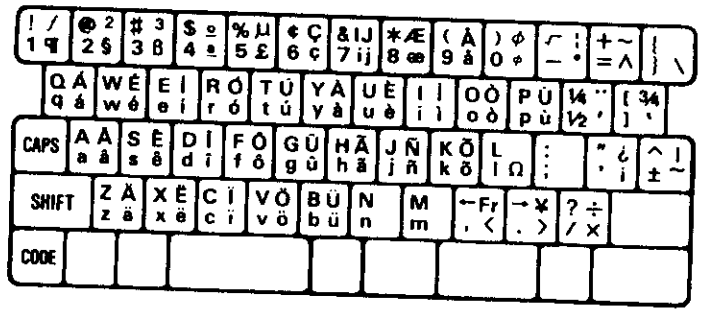
To open the panel of the unit

Open panel while pressing lock.

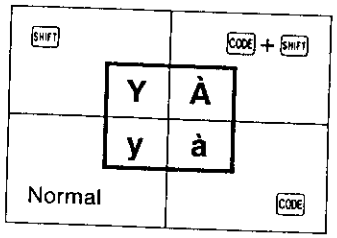


Key identification chart

The keyboard illustrated below shows all of the characters that can be entered from the keyboard.



Each key is capable of entering four characters. Characters are entered by pressing a key directly, or by using the SHIFT and CODE keys. The following illustration shows how the SHIFT and CODE key operations are related to the four characters that can be entered with each key.



Example: Y enters y
SHIFT Y enters Y
CODE Y enters à
SHIFT CODE Y enters À

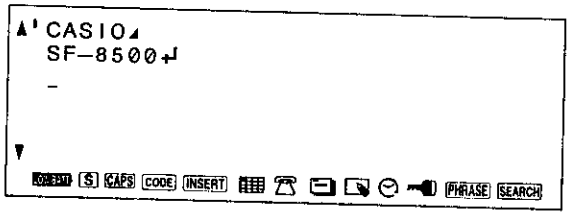
In addition to the key operations shown above, you can also enter the accent marks noted below. In each case, enter the accent mark and then the character. The cursor will not move forward until you enter the character.

CODE ´ (acute accent)
CODE ` (grave accent)
SHIFT ^ (circumflex)
CODE SHIFT •• (umlaut)
CODE ~ (tilde)

Example: CODE A enters à
CODE SHIFT A enters À

If you enter a letter that cannot be used with the above accent marks (such as w or s), the accent mark previously entered is cleared from the display.

About the Symbols Used on the Display



◢	Separator mark. Separator mark inserted when NEXT is pressed input mode to indicate the end of a data item.
↵	Newline mark. Newline mark inserted when ↵ is pressed to indicate a new line.
–	Cursor, indicating current input position.
■	Cursor when 10 or fewer characters remain in the input capacity.
▲	Indicates data off the top of the display.
▼	Indicates data off the bottom of the display.
▮	Indicates marked data item.
LOW BATT	Indicates that battery power become weak.
S	Indicates SHIFT key has been pressed.
CODE	Indicates CODE key has been pressed.
CAPS	Indicates keyboard in upper-case.
INSERT	Indicates SF Unit is in the Insert Mode or the Overwrite Mode (Spreadsheet Mode only).
▦	Indicates SF Unit is in Spreadsheet Mode.
☎	Indicates SF Unit is in Telephone Directory.
▭	Indicates SF Unit is in Business Card Library.
▭	Indicates SF Unit is in Memo Mode.
◷	Indicates SF Unit is in Schedule Keeper.
▬	Indicates SF Unit is in Secret area.
PHRASE	Indicates that Phrase Memory function is active.
SEARCH	Indicates that Initial Character Search or Mode Search is being conducted.

Learning About Your SF Unit

About the Auto Power OFF function

The Auto Power OFF function conserves battery power by automatically switching power OFF if the SF Unit is not used for approximately six minutes. To restore power, press the ON key.

- Memory contents are protected while power is switched OFF.
- **If a schedule alarm or a daily alarm is preset, power automatically switches ON when the alarm time is reached.**

To adjust display contrast

Rotate the contrast adjustment dial on the side of the SF Unit to make the contrast lighter or darker.

Key input tone

A beep sounds each time you press a key. You can turn off this beep if you want to.

In any mode except the calculator mode, press FUNCTION, and the menu appears. Press 6 to select SOUND. Use ▲ and ▼ to select key, and then use ◄/► to switch between on and off. Finally, press SET to store the settings.

Entering text

Cursor

Use ◄, ►, ▲, or ▼ to move the cursor in the corresponding direction. Hold down any cursor key to move the cursor at high speed.

Press SHIFT ◄ to move the cursor to the beginning of the current line. Press SHIFT ► to move the cursor to the end of the current line.

[CAPS] Key

When you press [CAPS], you activate the caps lock function and all the alphabet keys produce upper-case letters. This does not affect other keys: you still need to press [SHIFT] to get the characters in yellow. The [CAPS] indicator appears during caps lock. Press [CAPS] again to release.

Your SF Unit differentiates between upper- and lower-case letters when searching and sorting. Keep this in mind when you search for information.

[SHIFT] Key

Press [SHIFT] to enter a single upper-case character. The [S] indicator appears on the display. In caps lock mode, pressing [SHIFT] enters a single lower-case character. Also use [SHIFT] to enter the symbols marked in yellow on the keyboard.

[CODE] Key

Press [CODE] to enter characters marked in green on the keyboard. After you enter a character, the code operation cancels.

[FUNCTION] Key

Press [FUNCTION] to recall the various functions built into your SF Unit. The function menu appears on the display. Note that the menu varies depending on your SF Unit's mode.

Editing text

To delete characters

1. Move the cursor to the character to be deleted.
2. Press the [DELETE] key.

To insert characters

1. Move the cursor to the position of the character to be inserted.
2. Press the [INSERT] key to open up a space for the character.
3. Enter the character.

- While in the Spreadsheet Mode, the [INSERT] key is used to insert column or row, or to switch between the Insert Mode and the Overwrite Mode. Refer to the "Lucid 3-D Spreadsheet User's Manual" for details.

To replace characters

1. Move the cursor to the character to be replaced.
2. Enter the desired character.

Using the Data Management Functions

This part of the manual tells you how to use the versatile data storage functions. You will learn how to store, recall, and edit Telephone Directory, Business Card Library, Memo, and Schedule data. To make procedures as easy to understand as possible, they are explained using actual example operations.

Using the Telephone Directory Function

The Telephone Directory function lets you store addresses and telephone numbers in memory for instant recall when you need them.

Format

Each Telephone Directory data item can include up to 384 characters (including separator marks (◢) and newline marks (↵)). The following shows the format of the data stored for each item.

Entry

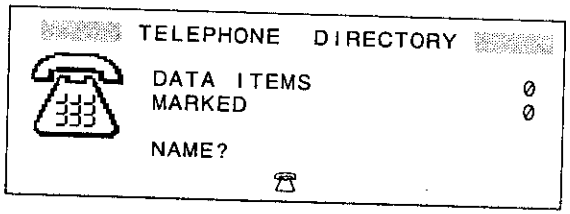
NAME
TEL NUMBER
ADDRESS
FREE 1
⋮
FREE 6

To store data

Example: Let us store the following data in memory.

JACKSON ERIC
222-228-8227
570 Casio Avenue, Seattle, WA
Blood Type: O

1. Press the [TEL] key.



2. Press the [CLEAR] key, and the message "NAME?" appears.
3. Input a name.

   [CAPS] **JACKSON** [SPACE] **ERIC**

4. After you input the name, press the [NEXT] key. A separator mark appears at the end of the line and the message "TEL NUMBER?" appears.
5. Input the telephone number.

   222-228-8227

6. Press the [NEXT] key again and the message "ADDRESS?" appears.
7. Input the address.

   570 [SPACE] **C** [CAPS] **ASIO** [SPACE][SHIFT] **AVENUE,** [SPACE][SHIFT] **SEATTLE,** [SPACE][CAPS] **WA**

8. Press the [NEXT] key and the message "FREE 1?" appears to ask for input for the first user-definable entry.
9. Here we will input Eric's blood type.

   B [CAPS] **LOOD** [SPACE][SHIFT] **TYPE** [SHIFT] **:** [SPACE][SHIFT] **O**

10. Though you could press [NEXT] again to continue input for the "FREE" items, here we will press [SET] to store the data into memory.

- When the total number of characters making up the name and telephone number is less than 31, the name and telephone number are displayed on the same line of the display.
- While a combine mark (C) (see page 29) is on the display, the [SET] key will not store any data. Delete the combine mark using the [DELETE] key before pressing [SET].

Recalling Telephone Directory data

Data stored in the Telephone Directory can be recalled using one of the following procedures:

- Index Search

Scrolling through the alphabetical listing of names and telephone numbers only.

- Initial Character Search

Recall of all items under a name that begins with specific characters.

- Mode Search

Recall of all items that contain specific characters anywhere.

- Sequential Search

Scrolling through data items.

About the Telephone Directory display

Two different display formats are used in the Telephone Directory.

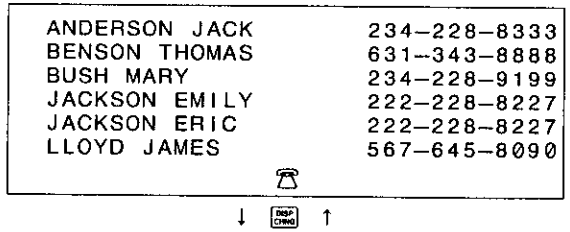
- Index Display

This format shows individual names and telephone numbers only.

- Data Display

This format shows all of the data entered for one individual.

Index Display



↓ [DISP CHNG] ↑

Data Display

```
ANDERSON JACK          234-228-8333
1710 Orange Street, Los Angeles,
CA 90404
Blood type: AB  Swimming Tennis
Birthday: Oct. 9th, 1960
▼ Wedding Anniversary: May 7, 1989
```

You can switch between the Index Display and Data Display by pressing the [DISP CHNG] key.

The ▼ indicator on the left of the display indicates that more data is present off of the bottom of the display. Press the [▼] key to view this data. Likewise, a ▲ indicator will also appear when there is more data off of the top of the display. In this case, press the [▲] key to view the data.

When the total number of characters used for two consecutive FREE items is less than 15, the two items are displayed on one line.

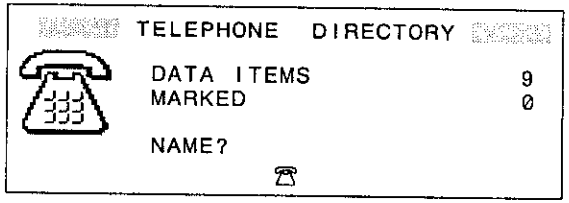
The search procedures described below assume that the following data is already stored in memory.

Name	Number	Address
LLOYD JAMES	567-645-8090	3455 Diary Avenue, Chicago, IL
BUSH MARY	234-228-9199	11933 Digital Street, Los Angeles, CA
SMITH DIANA	567-645-3233	6322 S.F. Avenue, Chicago, IL
JACKSON EMILY	222-228-8227	570 Casio Avenue, Seattle, WA
BENSON THOMAS	631-343-8888	4355 Calculation Town, New York, NY
ANDERSON JACK	234-228-8333	1710 T.D. Street, Los Angeles, CA
WILSON KEN	234-228-4321	11564 B.C.L. Avenue, Los Angeles, CA
PALMER JEAN	234-228-5421	2388 S.K. Street, Los Angeles, CA

To locate data using Index Search

Example: Search for the data stored for Diana Smith.

1. Press the [TEL] key.



This display indicates that there are currently nine data items stored in memory. Of these, none are marked. For further details on marked (page 87).

2. Press the [▼] key to display the first set of six names and telephone numbers.

- When the total number of characters making up the name and telephone number is greater than 32, only the name is displayed in the Index Display. If the name itself exceeds 32 characters, only its first 32 characters are shown on the Index Display.

3. Press ⏬ to scroll down to the next page of names and numbers.
4. Press the [▼] key until "SMITH DIANA" is at the top of the display.

```
SMITH DIANA          567-645-3233
WILSON KEN           234-228-4321
```

5. Press the [DISP CHNG] key to change to the Data Display.

```
SMITH DIANA          567-645-3233
6322 S.F. Avenue, Chicago, IL
```

To locate data using Initial Character Search

Example: Search for the data stored for Thomas Benson.

1. While in the Telephone Directory, press the [CLEAR] key and the message "NAME?" appears.
   Input the name "BENSON THOMAS".

   [CLEAR] [CAPS] **BENSON** [SPACE] **THOMAS**

2. Press the [SEARCH] key and the [SEARCH] indicator appears in the lower right of the display. An Index Display appears with the name and telephone number for the name that you specified at the top.

```
BENSON  THOMAS          631-343-8888
```

3. Press the [DISP CHNG] key to switch to the Data Display.

```
BENSON  THOMAS          631-343-8888
4355 Calculation Town, New York,
NY
```

- If you press the [DISP CHNG] key again while the data display is shown, the Index Display will reappear with the name "BENSON THOMAS" at the top.
- The above procedure can also be performed specifying "BENSON" or simply "B".
- If more than one Telephone Directory item matches the specification you input, they will appear together on Index Display. Use the [▲] and [▼] keys to select one of the displayed names by positioning it in the top line of the display, and then press the [DISP CHNG] key to switch to its Data Display.
- To clear the [SEARCH] indicator from the display and cancel the search procedure, press the [SEARCH] key again.

Performing Initial Character Search with multiple specifications

The following procedure shows how you can search for data by specifying the starting letters for more than one entry. This procedure reduces the number of items that match your specification.

To perform Initial Character Search with multiple specifications

Example: Locate the data for an individual named Anderson, whose address begins with the number 1710.

1. While in the Telephone Directory, press [CLEAR] and the message "NAME?" appears. Input the first part of the search data and press [COMBINE].

   [CLEAR] **1710** [COMBINE]

2. Input the next part of the search data.

   [CAPS] **ANDERSON**

```
1710■ANDERSON_
```

3. Press the [SEARCH] key.

```
ANDERSON  JACK          234-228-8333
```

4. Press the [DISP CHNG] key to switch to the Data Display.

- ■ is the ***combine mark*** which separates search specifications.
- While a combine mark is on the display, the [SET] key will not store any data. Delete the combine mark using the [DELETE] key before pressing [SET].

To locate data using Mode Search

Example: Search for all data items that contain the text "Los Angeles".

1. While in the Telephone Directory, press [CLEAR] and the message "NAME?" appears. Input the search data.

   [CLEAR] [SHIFT] **LOS** [SPACE] [SHIFT] **ANGELES**

2. Press [SHIFT] followed by the [SEARCH] key. The [SEARCH] indicator appears on the display, and the names and telephone numbers for data items that contain the text you specified appear as an Index Display.

```
ANDERSON  JACK          234-228-8333
BUSH  MARY              234-228-9199
PALMER  JEAN            234-228-5421
WILSON  KEN             234-228-4321
```

3. Use the [▲] and [▼] keys to select one of the names by positioning it in the top line, and then press the [DISP CHNG] key to switch to its Data Display.

Performing Mode Search with multiple specifications

The following procedure shows how you can search for data by specifying letters for more than one entry. This procedure reduces the number of items that match your specifications.

To perform Mode Search with multiple specifications

Example: Locate the data for an individual named Diana, who lives in Chicago.

1. While in the Telephone Directory, press [CLEAR] and the message "NAME?" appears. Input the first part of the search data.

   [CLEAR] [SHIFT] **CHICAGO** [COMBINE]

2. Input the second part of the search data.

   [CAPS] **DIANA**

3. Press [SHIFT] followed by [SEARCH].

   ```
   SMITH DIANA                567-645-3233
   ```

4. Press the [DISP CHNG] key to change to the Data Display.

To locate data using Sequential Search

Example: Use Index Search to display the Telephone Directory data for Jean Palmer, and then move to the data stored for Ken Wilson.

1. [TEL] [▼] [▼▼] [DISP CHNG]

   ```
   PALMER JEAN                234-228-5421
   2388 S.K. Street, Los Angeles,
   CA
   ```

2. Press [▼▼] to display the next item.
3. Press [▼▼] again to display Ken Wilson's data.

   ```
   WILSON KEN                 234-228-4321
   11564 B.C.L. Avenue,
   Los Angeles, CA
   ```

In the above operation, you can also access the Telephone Directory by simply pressing the [DISP CHNG] key after pressing the [TEL] key. Doing so displays the first (in alphabetical order) Telephone Directory data item.

Notes

- The message "DATA ITEM NOT FOUND!" appears on the display if you attempt to search for text that does not exist in memory. This can be because the item does not exist, or because you made a mistake when you entered the text.
  Should this message appear, press [▶] or [◀] to recall and edit the text you input, or [CLEAR] to reenter the text from the beginning. Or you can press [▲] or [▼] to go directly to the index display.
- If you try to recall data when no data is stored in memory, the message "DATA ITEM NOT FOUND! NO DATA IN MEMORY!" appears on the display. In this case, press a mode key ([TEL], [BUSINESS CARD], [MEMO], or [SCHEDULE]) to return to the initial mode display.
- If you have a large number of entries in memory, the search procedure might take a long time. You can cancel search procedure in progress by presing [ESC].

Using the Business Card Library Function

The Business Card Library function lets you store a wide variety to business data.

Format

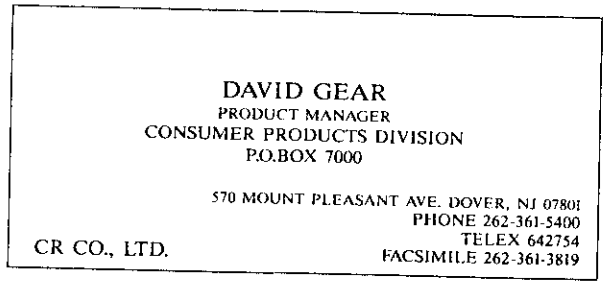
Each Business Card Library data item can include up to 384 characters (including separator marks (◢) and newline marks (↵)). The following shows the format of the data stored for each item.

Entry

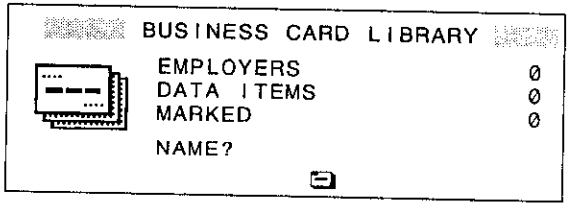
NAME
EMPLOYER
TEL NUMBER
POSITION
DEPARTMENT
P.O. BOX
ADDRESS
TELEX NUMBER
FAX NUMBER
FREE 1
⋮
FREE 6

To store data

Example: Store the data included on the business card illustrated below.



1. Press the [BUSINESS CARD] key.



2. Press the [CLEAR] key, and the message "NAME?" appears.
3. Input the name of the person and press the [NEXT] key. The message "EMPLOYER?" appears.

   [CAPS] **GEAR** [SPACE] **DAVID** [NEXT]

4. Input the name of the employer and press the [NEXT] key. The message "TEL NUMBER?" appears.

   CR [SPACE] **CO.,** [SPACE] **LTD.** [NEXT]

5. Input the telephone number and press the [NEXT] key. The message "POSITION?" appears.

   262-361-5400 [NEXT]

6. Input the position and press the [NEXT] key. The message "DEPARTMENT?" appears.

   PRODUCT [SPACE] **MANAGER** [NEXT]

7. Input the name of the department and press the [NEXT] key. The message "P.O.BOX?" appears.

   CONSUMER [SPACE] PRODUCTS [SPACE] DIVISION [NEXT]

8. Input the post office box number and press the [NEXT] key. The message "ADDRESS?" appears.

   7000 [NEXT]

9. Input the address and press the [NEXT] key. The message "TELEX NUMBER?" appears.

   570 [SPACE] MOUNT [SPACE] PLEASANT [SPACE] AVE. [↵]
   DOVER, [SPACE] NJ [SPACE] 07801 [NEXT]

10. Input the telex number and press the [NEXT] key. The message "FAX NUMBER?" appears.

    642754 [NEXT]

11. Input the facsimile number and press the [NEXT] key. The message "FREE 1?" appears.

    262-361-3819 [NEXT]

12. Though you could press [NEXT] again to continue with input the "FREE?" items. Here, we will press the [SET] key to store this data item into memory.

```
CR CO., LTD.
GEAR DAVID              262-361-5400
PRODUCT MANAGER
CONSUMER PRODUCTS DIVISION
7000
▼ 570 MOUNT PLEASANT AVE.
  CAPS
```

- Business Card Library data items are stored in alphabetical order (see page 134) according to the EMPLOYER entry. In the case that more than one individual is registered for a single employer, their data is arranged in alphabetical order according to the NAME entry.
- If you wish to skip any of the prompted entries, simply press the [NEXT] key without entering anything.
- While a combine mark (C) (see page 39) is on the display, the [SET] key will not store any data. Delete the combine mark using the [DELETE] key before pressing [SET].

Recalling Business Card Library data

Data stored in the Business Card Library can be recalled using one of the following procedures:

- Index Search

Scrolling through the alphabetical listing of employer names only.

- Initial Character Search

Recall of all items under a name that begins with specific characters.

- Mode Search

Recall of all items that contain specific characters anywhere.

About the Business Card Library display

Three different display formats are used in the Business Card Library.

- Employer Name Display

This format shows employer names only.

- Data Display

This format shows all of the data entered for one individual.

- Name/Number Display

This format shows individual names and telephone numbers only.

Employer Name Display

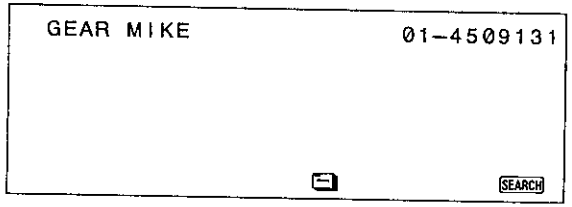
```
CBA ELECTRONICS CO., LTD.
CBC EUROPE
CR CO., LTD.
EXPRESS AD
FX FINANCE CO., LTD.
QD MOTORS
```

Data Display ↓ [DISP CHNG] ↑

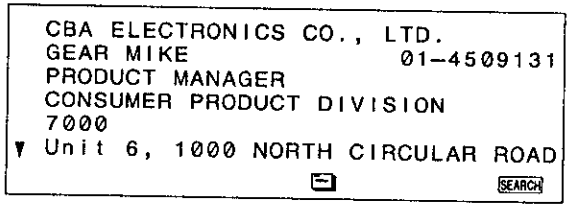
```
CBA ELECTRONICS CO., LTD.
GEAR MIKE               01-4509131
PRODUCT MANAGER
CONSUMER PRODUCT DIVISION
7000
▼ Unit 6, 1000 NORTH CIRCULAR ROAD
```

When the total number of characters used for two consecutive FREE items is less than 15, the two items are displayed on one line.

Name/Number Display



Data Display ↓ DISP CHNG ↑



The search procedures described below assume that the following data is already stored in memory.

STEWART JANE
Chief Engineer, Engineering and Development, QD MOTORS
QD Building, 10250 QD Road, Chicago, IL P.O.BOX: 1234567
Tel: 631-343-6666 Fax: 631-343-6969

FLOYD SCOTT
Assistant Professor, Marketing and Economics, FX UNIVERSITY
34567 X.Y. Avenue, New York, NY 10170 P.O.BOX: 10001
Tel: 222-228-8227

GOMEZ CARLOS
Sales Director, Calculator Division, CBC EUROPE
World Trade Centre, Strawinsky Laan 1, Tower B10 1077KX, Amsterdam
Tel: (AMS)020-5733911

LYLE THOMAS
Account Manager, Marketing and Planning Division, CW ELECTRIC
15700 X.X. Street, New York, NY 10170 P.O.BOX: 5500
Tel: 222-228-1122

ROBINSON LUCY
Copywriter, Domestic Advertisement Division, HW ADVERTISING INC.
89012 A.B. Avenue, New York, NY 10170 P.O.BOX: 30003
Tel: 222-228-1234

WILLIAMS ROBERT
Vice-President, Latin America Region, QD MOTORS
QD Building, 10250 QD Road, Chicago, IL P.O.BOX: 1234567
Tel: 631-343-6666 Fax: 631-343-6969

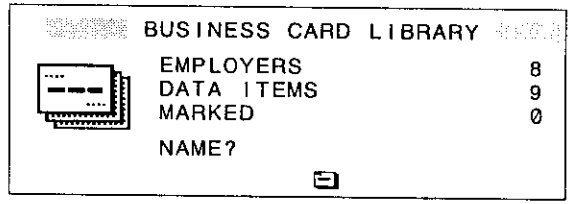
MAYER RICK
Sales Manager, A.V. Products, CBA ELECTRONICS CO., LTD.
Unit 6, 1000 North Circular Road, London HW2 7JD
Tel: (LONDON)01-4509131 Telex: 883446

GARDNER JEFF
Analyst, Consumer Products Market, FC BANK
785634 PB Road, New York, NY 10170
Tel: 222-228-5656

To locate data using Index Search

Example: Search for the Business Card Library data stored for QD Motors.

1. Press the BUSINESS CARD key to enter the Business Card Library.



- This display indicates that there are currently nine data items stored in memory, including eight different employers. Of these, none are marked (page 87).

2. Press the ▼ key to display the first set of six employer names.
- When the total number of characters making up an employer name is greater than 32, only its first 32 characters are shown on the Employer Name Display.

3. Press ⏬ to scroll down to the next page of names and numbers.

4. Press the [▼] key until the employer name "QD MOTORS" is at the top of the display.

```
QD MOTORS
```

5. Press the [DISP CHNG] key to change to the Data Display.

```
QD MOTORS
STEWART JANE          631-343-6666
Chief Engineer
Engineering and Development
1234567
▼ QD Building, 10250 QD Road,
```

6. Press [▼▼] to move to the next data item stored under QD Motors.

```
QD MOTORS
WILLIAMS ROBERT       631-343-6666
Vice-President
Latin America Region
1234567
▼ QD Building, 10250 QD Road,
```

- If you press the [DISP CHNG] key again, the Employer Name Display will reappear with "QD MOTORS" at the top.

To locate data using Initial Character Search

Example: Search for the data stored for Carlos Gomez.

1. Press the [CLEAR] key in the Business Card Library and the message "NAME?" appears.
2. Input a name and press the [SEARCH] key.

[CLEAR] [CAPS] **GOMEZ** [SEARCH]

```
GOMEZ CARLOS      (AMS)020-5733911
```


- A Name/Number Display shows the name and telephone number for the name that you specified at the top.

3. Press the [DISP CHNG] key to switch to the Data Display.

- When the total number of characters making up the name and telephone number is greater than 32, only the name is displayed in the Name/Number Display. If the name itself exceeds 32 characters, only its first 32 characters are shown on the Name/Number Display.
- The above procedure can also be performed specifying "GOMEZ CARLOS", or simply "G".
- If more than one Business Card Library item matches the specification you input, they will appear together on Name/Number Display. Use the [▲] and [▼] keys to select one of the displayed names by positioning it in the top line of the display, and then press the [DISP CHNG] key to switch to its Data Display.

Performing Initial Character Search with multiple specifications

The following procedure shows how you can search for data by specifying the starting letters for more than one entry. This procedure reduces the number of items that match your specification.

To perform Initial Character Search with multiple specifications

Example: Locate the data for all analysts at the FC Bank.

1. While in the Business Card Library, press [CLEAR] and the message "NAME?" appears.
2. Input the first part of the search data, press [COMBINE] and then input the second part of the search data.

[CLEAR] [CAPS] **FC** [SPACE] **BANK** [COMBINE] **A** [CAPS] **NALYST**

```
FC BANK■Analyst_
```

3. Press the [SEARCH] key.

```
GARDNER JEFF          222-228-5656
```

- The corresponding name and telephone number are appear at the top of the display. Press the [DISP CHNG] key to switch to the Data Display.

To locate data using Mode Search

Example: Search for all of the data items that contain the text "Marketing".

1. While in the Business Card Library, press [CLEAR] and the message "NAME?" appears.
2. Input the search data.
3. Press [SHIFT] followed by the [SEARCH] key.

[CLEAR][SHIFT] **MARKETING** [SHIFT][SEARCH]

```
LYLE THOMAS          222-228-1122
FLOYD SCOTT          222-228-8227
```

- The names and telephone numbers for all of the persons whose data items contain the text you specified appear as a Name/Number Display.

4. Use the [▲] and [▼] keys to select one of the displayed names by positioning it in the top line of the display, and then press the [DISP CHNG] key switch to its Data Display.

```
CW ELECTRIC
LYLE THOMAS          222-228-1122
Account Manager
Marketing and Planning Division
5500
▼ 15700 X.X. Street, New York,
                              SEARCH
```

5. Press the [▼] key to view the data off of the bottom of the display. You can also press ⏬ to switch to the next individual's Data Display, or ⏫ to switch to the previous individual's Data Display.

Performing Mode Search with multiple specifications

The following procedure shows how you can search for data by specifying letters for more than one entry.
This procedure reduces the number of items that match your specification.

To perform Mode Search with multiple specifications

Example: Locate the data for all individuals who work in the advertising industry in New York.

1. While in the Business Card Library, press [CLEAR] and the message "NAME?" appears.
2. Input the first part of the search data.

[CLEAR][SHIFT] **NEW** [SPACE][SHIFT] **YORK**

3. Press the [COMBINE] key and input the other part of the search data.

[COMBINE][SHIFT] **AD**

```
New YorkAd_
```

4. Press [SHIFT] followed by the [SEARCH] key.

```
ROBINSON LUCY        222-228-1234
```

- The matching name and telephone number appear at the top of the display. Press the [DISP CHNG] key to change to the Data Display.

Using the Memo Function

The Memo function lets you store such data as timetables, price lists and general memorandum.

Format

Each Memo data item can include up to 384 characters (including newline marks (↵)).

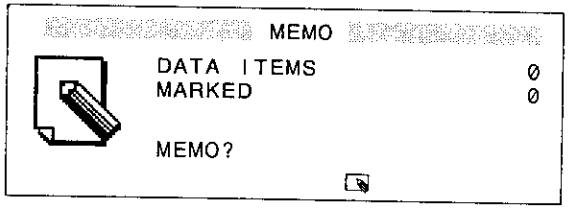
To store data

Example: Store the following subway timetable in memory.

SUBWAY TIMETABLE

7:00	05	14	22	30	41	52
8:00	08	16	24	33	42	55
9:03	12	20	29	38	46	56
10:05	14	23	32	41	50	58
11:07	16	25	34	43	51	59
12:08	17	26	35	43	53	

1. Press the [MEMO] key.



2. Press the [CLEAR] key, and the message "MEMO?" appears.
3. Input the first line.

[CAPS] **SUBWAY** [SPACE] **TIMETABLE** [↵]

4. Proceed as follows.

[SPACE] **7:00** [SPACE] **05** [SPACE] **14** [SPACE] **22** [SPACE] **30** [SPACE] **41** [SPACE] **52** [↵]

⋮

12:08 [SPACE] **17** [SPACE] **26** [SPACE] **35** [SPACE] **43** [SPACE] **53**

After you complete inputting the data press the [SET] key to store this data item into memory.

Recalling Memo data

Data stored in the Memo Mode can be recalled using one of the following procedures:

- Index Search

Scrolling through a list of the first lines of each data item stored.

- Initial Character Search

Recall of all items with a specific first line.

- Mode Search

Recall of all items that contain specific characters.

- Sequential Search

Scrolling through data items.

About the Memo display

Two different display formats are used for memos.

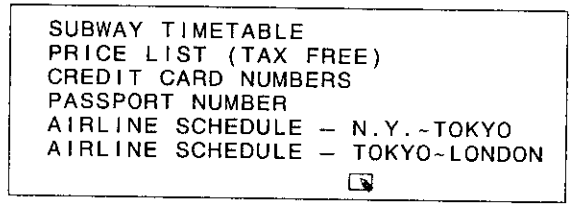
- Index Display

This format shows only the first lines of all memos currently stored in memory. We will refer to these as ***memo names***.

- Data Display

This format shows all of the data entered for one memo item.

Index Display



↓ [DISP CHANG] ↑

Data Display

```
SUBWAY TIMETABLE
 7:00  05  14  22  30  41  52
 8:00  08  16  24  33  42  55
 9:03  12  20  29  38  46  56
10:05  14  23  32  41  50  58
▼11:07  16  25  34  43  51  59
```

The search procedures described below assume that the following data is already stored in memory.

Memo name	Contents
PRICE LIST (TAX FREE)	Perfume $200 Tie $125
DRIVER'S LICENSE	Valid until Oct. 29, 1993 Number A-123456
PASSPORT	Valid until Dec. 11, 1995 Number XY543210
AIRLINE SCHEDULE — N.Y.–TOKYO	Jan. 8 11:30 50 12:10 30 55
AIRLINE SCHEDULE — TOKYO–LONDON	Jan. 14 14:15 35 55 15:10
PLAN A	BUSINESS in SAPPORO with Mr. Yamada
PLAN B	BUSINESS in TOKYO with Mr. Howard

To locate data using Index Search

Example: Search for the data stored under the name "PLAN B".

1. Press the MEMO key to enter the Memo Mode.

```
MEMO
DATA ITEMS          8
MARKED              0

MEMO?
```

- This display indicates that there are currently eight memos stored in memory. Of these, none are marked (page 87).

2. Press the ▼ key to display the first set of six memo names.
3. Press ▼▼ to scroll down to the next page.
4. Press the ▼ key until the memo name "PLAN B" is at the top of the display.

```
PLAN B
```

5. Press the DISP CHNG key to change to the Data Display.

```
PLAN B
BUSINESS in TOKYO
with Mr. Howard
```

- If you press the DISP CHNG key again while this Data Display is shown, the Index Display will reappear with the memo name "PLAN B" at the top.

To locate data using Initial Character Search

Example: Search for the data stored under "SUBWAY TIMETABLE".

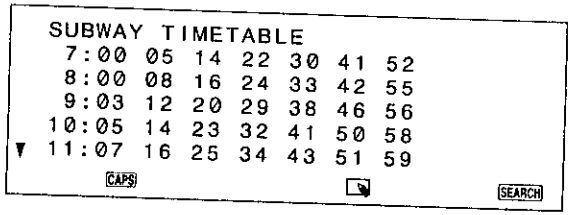
1. Press the CLEAR key in the Memo Mode and the message "MEMO?" appears.
2. Input the search data and press the SEARCH key.

CLEAR CAPS **SUBWAY** SEARCH

```
SUBWAY TIMETABLE
```

- An Index Display appears with the memo name you specified at the top.

3. Press the [DISP CHNG] key to switch to the Data Display.



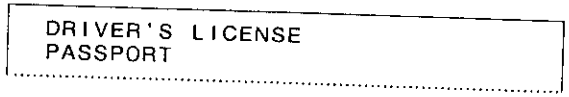
- The ▼ indicator on the left of the display indicates that more there is data off of the bottom of the display. Press the [▼] key to view this data.
- The above procedure can also be performed specifying "SU" or simply "S".
- If more than one Memo name matches the specification you enter for "MEMO?", they will appear together on Index Display. Use the [▲] and [▼] keys to select one of the displayed names by positioning it in the top line of the display, and then press the [DISP CHNG] key to switch to its Data Display.
- To clear the [SEARCH] indicator from the display and cancel the search procedure, press the [SEARCH] key again.

To locate data using Mode Search

Example: Search for all data items that contain the text "valid".

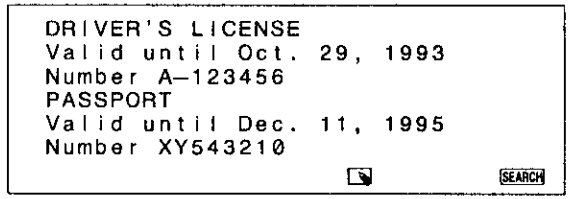
1. While in the Memo Mode, press [CLEAR] and the message "MEMO?" appears. Enter "Valid".
2. Input the search data and press [SHIFT] followed by the [SEARCH] key.

[CLEAR] [SHIFT] **VALID** [SHIFT] [SEARCH]



- The names of all of memos that contain the text you specified appear as an Index Display.

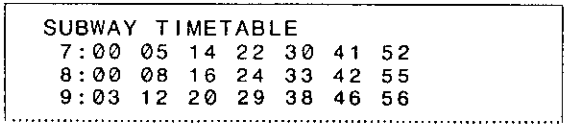
3. Use the [▲] and [▼] keys to select one of the displayed names by positioning it in the top line of the display, and then press the [DISP CHNG] key to switch to its Data Display.



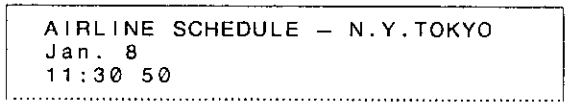
To locate data using Sequential Search

Example: Use Index Search to display the "SUBWAY TIMETABLE" memo, and then move to the "AIRLINE SCHEDULE — N.Y. ~TOKYO" memo.

1. [MEMO] [▼] [DISP CHNG]



2. Press ⏬ to display the next item.
3. Press ⏬ three times to display the "AIRLINE SCHEDULE — N.Y.~TOKYO" memo.



4. Use the [▼] key to scroll down to the data that is off the bottom of the display.

Inserting a memo between two existing memos

Generally, memos are stored in the same sequence they are input. The following operation makes it possible for you to input a new memo between two existing memos.

To insert a memo between two existing memos

Example: Enter the data listed below into a memo before the memo named "PASSPORT".

CREDIT CARD NUMBERS	Casio Credit 12345 Digital Credit 98765

1. Recall the list of memo names using Index Search. Locate the "PASSPORT" memo in the top line of the display.

[MEMO] [▼] [▼] [▼] [▼]

```
PASSPORT
AIRLINE SCHEDULE – N.Y.-TOKYO
AIRLINE SCHEDULE – TOKYO-LONDON
```

2. Input the new data.

[CAPS] **CREDIT** [SPACE] **CARD** [SPACE] **NUMBERS**

[↵] **C** [CAPS] **ASIO** [SPACE] [SHIFT] **CREDIT** [SPACE] **12345** [↵]
[SHIFT] **DIGITAL** [SPACE] [SHIFT] **CREDIT** [SPACE] **98765**

```
CREDIT CARD NUMBERS↵
Casio Credit 12345↵
Digital Credit 98765_
```

3. Press [SHIFT] followed by the [SET] key to store the memo above PASSPORT.

- If you press [SET] only instead of [SHIFT] [SET] to store the above memo, it will automatically be stored as the last memo.
- Note that the position that you select to insert a memo is cleared if you press the [CLEAR] key while you are entering the new memo. If, after you press [CLEAR], you resume entering the new memo and then press [SHIFT] [SET], the new memo will be stored as the last memo on the Index Display list.
- Memos may be inserted between other memos. You cannot insert a memo into another memo.

Using the Calendar Function

The Calendar function gives you instant access to any full month calendar from January 1901 through December 2099. The wide display shows two calendars per screen.
Whenever you perform the memory reset operation, the SF Unit's Calendar Mode shows January and February 1994. The examples in this manual, however, are all based on 1992 calendars.

Displaying a calendar for a specific month

There are three methods that you can use to display the calendar for a specific month.

- Current date calendar

This method displays the calendar for the month that contains the current date.

- Calculator mode specification

You can specify a month while the SF Unit is in the Calculator mode.

- Calendar display specification

Any month that you specify while the SF Unit is displaying a calendar appears instantly.

To display the current date's calendar

Each time you press the [CALENDAR] key, the calendar for the month that contains the current date appears on the display.

Example: Press the [CALENDAR] key (assuming that today's date is October 10, 1992).

```
SU MO TU WE TH FR SA        SU MO TU WE TH FR SA
                1  2  3                1  2  3  4  5  6  7
10  4  5  6  7  8  9 10    11  8  9 10 11 12 13 14
11 12 13 14 15 16 17        15 16 17 18 19 20 21
18 19 20 21 22 23 24        22 23 24 25 26 27 28
25 26 27 28 29 30 31        29 30
          – 1992 –
```

The current date is based upon the current HOME TIME setting (page 73).

To specify a month in the Calculator mode

Example: Recall June — July 1992.

CAL 92 TIME DATE 6 CALENDAR

Years in the 20th century may be entered using the last two digits only (1993→93), but 21st century years must be entered in four digits.

```
SU MO TU WE TH FR SA          SU MO TU WE TH FR SA
 6     1  2  3  4  5  6       7           1  2  3  4
 7  8  9 10 11 12 13          5  6  7  8  9 10 11
14 15 16 17 18 19 20          12 13 14 15 16 17 18
21 22 23 24 25 26 27          19 20 21 22 23 24 25
28 29 30                      26 27 28 29 30 31
          – 1992 –
```

To specify a month in the Calendar display

Example: Display the calendars for August and September 1992.

1. While a calendar is displayed, press the CLEAR key.

CLEAR 92 TIME DATE 8 TIME DATE CALENDAR

```
SU MO TU WE TH FR SA          SU MO TU WE TH FR SA
 8                 1           9        1  2  3  4  5
 2  3  4  5  6  7  8           6  7  8  9 10 11 12
 9 10 11 12 13 14 15          13 14 15 16 17 18 19
16 17 18 19 20 21 22          20 21 22 23 24 25 26
23 24 25 26 27 28 29          27 28 29 30
30 31       – 1992 –
```

To scroll through calendars

Example:

```
SU MO TU WE TH FR SA          SU MO TU WE TH FR SA
11  1  2  3  4  5  6  7      12        1  2  3  4  5
 8  9 10 11 12 13 14           6  7  8  9 10 11 12
15 16 17 18 19 20 21          13 14 15 16 17 18 19
22 23 24 25 26 27 28          20 21 22 23 24 25 26
29 30                         27 28 29 30 31
          – 1992 –
```

▼ ↓ ↑ ▲

```
SU MO TU WE TH FR SA          SU MO TU WE TH FR SA
12        1  2  3  4  5       1           1  2
 6  7  8  9 10 11 12           3  4  5  6  7  8  9
13 14 15 16 17 18 19          10 11 12 13 14 15 16
20 21 22 23 24 25 26          17 18 19 20 21 22 23
27 28 29 30 31                24 25 26 27 28 29 30
          – 1992 –            31          – 1993 –
```

▼▼ ↓ ↑ ▲▲

```
SU MO TU WE TH FR SA          SU MO TU WE TH FR SA
 2     1  2  3  4  5  6       3        1  2  3  4  5  6
 7  8  9 10 11 12 13           7  8  9 10 11 12 13
14 15 16 17 18 19 20          14 15 16 17 18 19 20
21 22 23 24 25 26 27          21 22 23 24 25 26 27
28                            28 29 30 31
          – 1993 –
```

- The ▼ key operation can also be performed by pressing the CALENDAR key.
- Holding down the ▼, ▲, ▼▼, or ▲▲ key scrolls through the calendars at high speed.

To highlight holidays and special dates

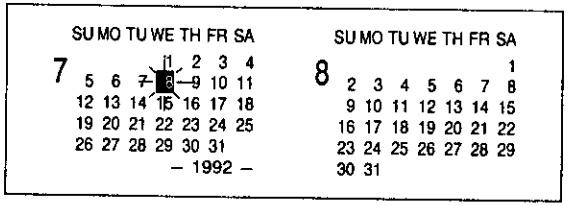
The following procedure shows how to specify dates for highlighting.

Example: Highlight July 8, 1992.

1. Select July 8.

   [CALENDAR] [CLEAR] 92 [TIME/DATE] 7 [TIME/DATE] [CALENDAR] [▶] [▼] (or input 8)

2. Press [SET] to highlight July 8.



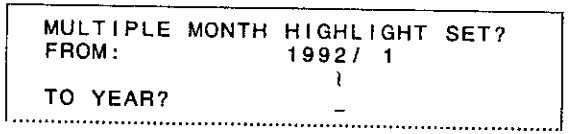
To set multiple month highlights

Example: To highlight all Saturdays and Sundays from January through December 1992.

1. Display the starting month of the period on the left of the display.

   [CALENDAR] [CLEAR] 92 [TIME/DATE] 1 [TIME/DATE] [CALENDAR]

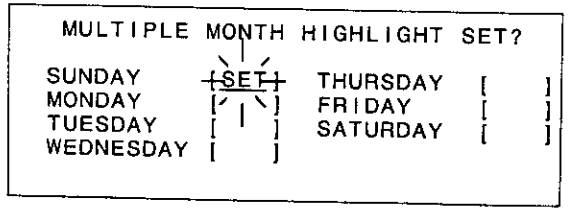
2. Press [FUNCTION] key.
3. Press the [3] key to select "MULTIPLE MONTH HIGHLIGHT SET".



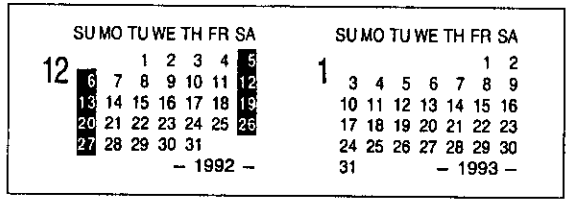
4. Specify the ending month and year.

   92 [TIME/DATE] 12 [TIME/DATE]

5. Here, Sunday is already selected, so press the [MARK] key to specify it as one of the highlighted days for the period you specified above.



6. Use the cursor keys to select Saturday, and press [MARK].
7. Press the [SET] key to complete the procedure and highlight the days.

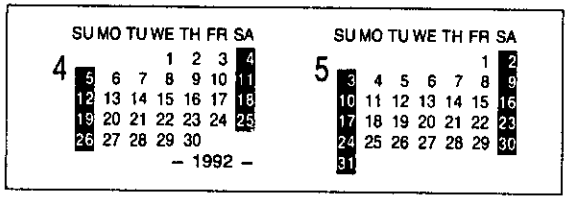


Changing the calendar format

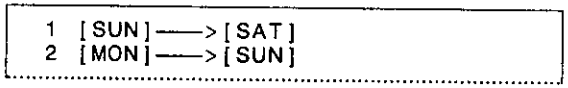
The procedure described here lets you switch the day of the week sequence between Sunday through Saturday, and Monday through Sunday.

Example: To change the calendar format from Sunday through Saturday to Monday through Sunday.

1. Press the [CALENDAR] key to display a calendar.



2. Press the [FUNCTION] key.
3. Press the [5] key to select "CALENDAR FORMAT".



4. Press the [2] key to select [MON] → [SUN].

- The setting that you make above is also applied to the weekly Schedule display.

To clear the highlights from an entire month

1. Press the [CALENDAR] key to enter the Calendar display.
2. Locate the calendar whose highlights you wish to clear on the left side of the display.
3. Press the [FUNCTION] key.
4. Press [2] to select "ONE-MONTH HIGHLIGHT CLEAR".
5. Press [SET] to clear all of the date highlights from the month, or [ESC] to cancel the operation and return to the display in Step 2 above.

To clear the highlights from a series of months

1. Press the [CALENDAR] key to enter the Calendar display.
2. Press the [FUNCTION] key.
3. Press [1] to select "MULTIPLE MONTH HIGHLIGHT CLEAR".
4. Enter the date up to which you want to clear the highlights. Enter the year and press the [TIME/DATE] key, then the month followed by the [TIME/DATE] key. The start date is set from January 1, 1901.
5. Press [SET] to clear date highlights for the specified period, or [ESC] to cancel the operation and return to the display in Step 1 above.

Working day counts

After you highlight holidays on the calendar display, you can then automatically count the number of working days in a specific period.

To count the number of working days

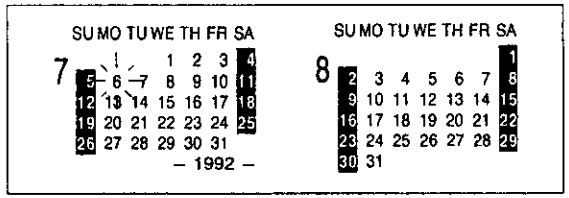
Example: Count the number of working days from July 6, 1992 through August 14, 1992, if all Saturdays and Sundays are highlighted as holidays.

1. Display the calendar that contains the starting date.

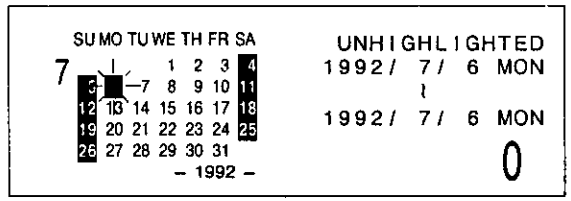
[CALENDAR] [CLEAR] 92 [TIME/DATE] 7 [TIME/DATE] [CALENDAR]

2. Move the date cursor to the starting date.

[▶][▶][▶][▶][▶][▶] (or input 6)

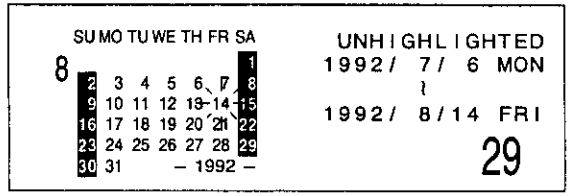


3. Press the [TIME/DATE] key to specify the start date.



4. Move the date cursor to the ending date.

[▼][▼][▼][▼][▼][▶][▶][▶][▶]



According to this display, there are 29 working days in the specified period.

- If you press the [TIME/DATE] key while the above display is shown, August 14 becomes the start date.
- When moving the cursor to count the number of working days, highlighted dates cannot be selected.
- You cannot specify a highlighted date as a start date.

Using the Schedule Keeper

The Schedule Keeper function works in combination with the Calendar to help keep track of your appointments. Once you make a Schedule Keeper entry, the date of that entry is marked on the calendar to indicate that you have an AM or PM appointment. In addition, an innovative Timetable Display shows you at a glance what time frames throughout the day are filled and which are open.

Format

Each Schedule Keeper data item can include up to 384 characters (including newline marks (↵)). Items are made up of time and a description.

Entry

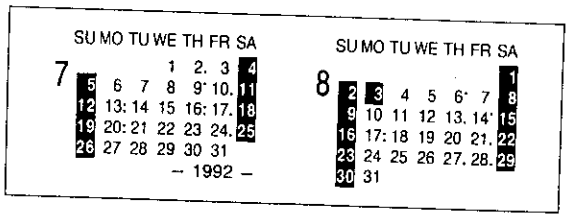
Date	
Time	Description

About Schedule Keeper displays

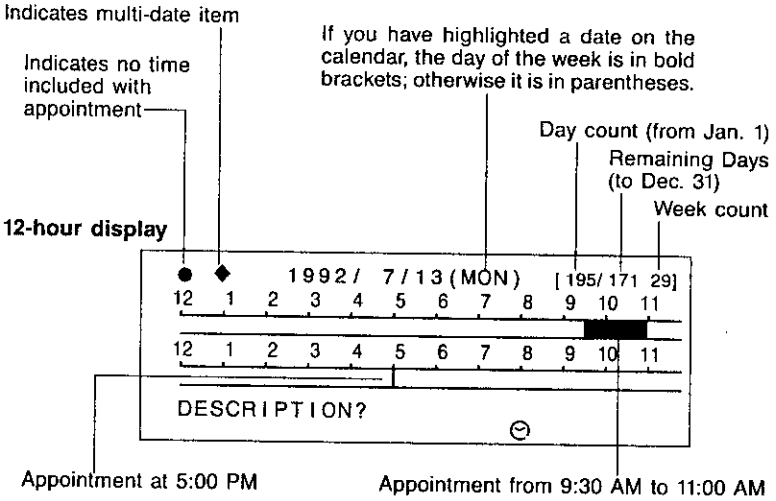
Four different display formats are used in the Schedule Keeper.

- Calendar display markers

Dates that have Schedule Keeper data assigned are automatically marked. The upper mark indicates a morning appointment, while the lower mark indicates an afternoon appointment.

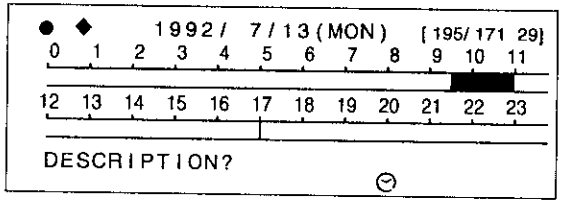


- Timetable Display — shows at a glance when appointments are scheduled throughout an entire day.


Indicates multi-date item
Indicates no time included with appointment
If you have highlighted a date on the calendar, the day of the week is in bold brackets; otherwise it is in parentheses.
Day count (from Jan. 1)
Remaining Days (to Dec. 31)
Week count
12-hour display
1992/ 7/13(MON) [195/171 29]
12 1 2 3 4 5 6 7 8 9 10 11
12 1 2 3 4 5 6 7 8 9 10 11
DESCRIPTION?
Appointment at 5:00 PM
Appointment from 9:30 AM to 11:00 AM

Whenever you perform the memory reset operation the SF Unit's Schedule Keeper Mode resets to the MONTH/DATE/YEAR format to JAN/1/1994. The examples in this manual, however, are all based on the YEAR/MONTH/DATE format for the year 1992.

24-hour display



- Data Display — contains all the details for the appointments.

12-hour display

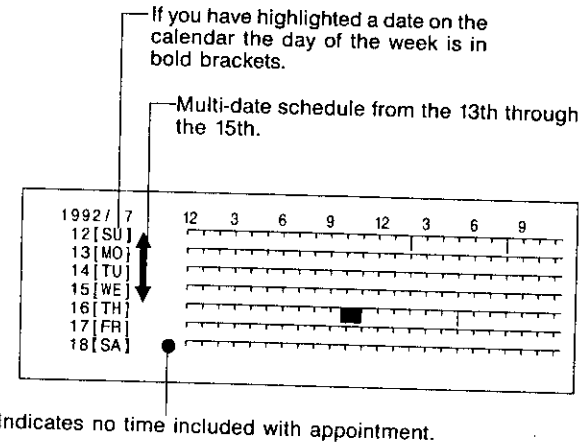
```
          1992/ 7/13(MON)  [195/171 29]
         Dinner with Mr. PAGE
  9:30A  Product Meeting
    ⌇
 11:00A
▼ 5:00P  Telephone Mr. SMITH about
                              ⏲
```

24-hour display

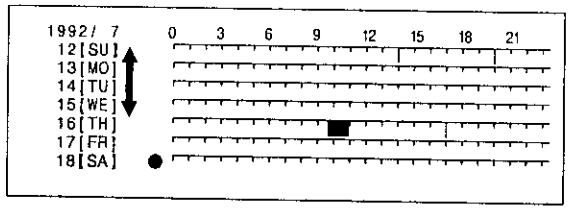
```
          1992/ 7/13(MON)  [195/171 29]
         Dinner with Mr. PAGE
  9:30   Product Meeting
    ⌇
 11:00
▼ 17:00  Telephone Mr. SMITH about
                              ⏲
```

- The weekly schedule display — shows you an entire week's schedule at a glance.

12-hour display


If you have highlighted a date on the calendar the day of the week is in bold brackets.
Multi-date schedule from the 13th through the 15th.
1992/ 7
12[SU]
13[MO]
14[TU]
15[WE]
16[TH]
17[FR]
18[SA]
12 3 6 9 12 3 6 9
Indicates no time included with appointment.

24-hour display



The Timetable Display and Data Display uses either 12-hour or 24-hour format, depending on the HOME TIME setting you make for the Home Time (page 77).

Entering the Schedule Keeper

When you enter the Schedule Keeper, you have to enter for a specific date. There are three methods that you can use to specify the date when entering the Schedule Keeper.

- Date specification

Enter the date that you wish to access. You can also specify the date while the SF Unit is in the Calculator mode.

- Selection from the Calendar

Select the date that you wish to access on the Calendar display.

- Sequential selection

Scroll through the dates to find the one you wish to access.

To specify a date

Example: Specify the schedule for July 24, 1992.

1. Press the [SCHEDULE] key, and input the date. Press the [TIME/DATE] key after each entry.

   [SCHEDULE] [SHIFT] [CLEAR] **92** [TIME/DATE] **7** [TIME/DATE] **24** [TIME/DATE]

To specify the date in the Calculator mode

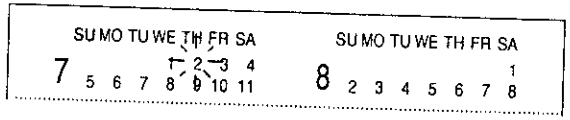
1. While in the Calculator mode (press the [CAL] key to enter), input the year, month, and date, pressing the [TIME/DATE] key after each entry.
2. After inputting the date, press the [SCHEDULE] key to switch directly to the Timetable Display for that date.

To select a date from the Calendar

Example: Select July 2, 1992.

1. Display the calendar for July 1992, and select the date.

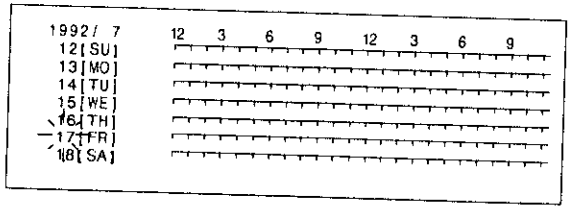
   [CALENDAR] [CLEAR] 92 [TIME/DATE] 7 [TIME/DATE] [CALENDAR] [▶] [▶] (or input 2)



2. Press the [SCHEDULE] key.
3. Press the [CALENDAR] key and the calendar reappears. Select the 17th.

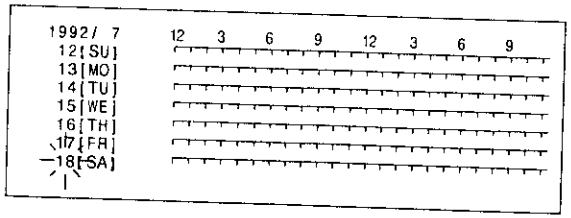
   [CALENDAR] [▼] [▼] [▶] (or input 17)

4. Press the [DISP/CHNG] key for the weekly schedule for the week that contains the currently selected date.



5. Use [▼] and [▲] to change the date selection.

[▼]

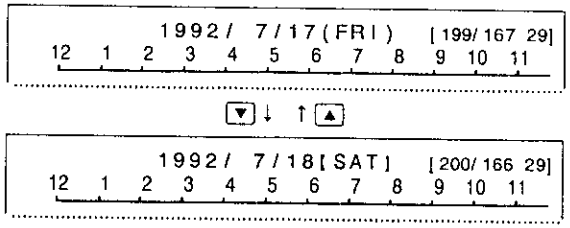


- Pressing [DISP/CHNG] again, changes back to the Calendar display.

Sequential selection

Example:

[SCHEDULE]



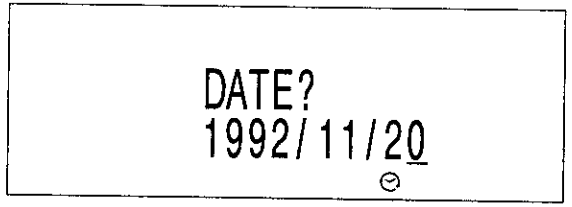
Inputting data into the Schedule Keeper

Inputting data into the Schedule Keeper is actually quite simple. Rather than attempting to explain it before providing an example, let's go straight into the example to see how it is done.
Let us say that we wish to enter the following information into the Schedule Keeper. This example assumes that 12-hour format is being used (page 77).

Year	Date	Time	Remarks
1992	11/20	10:00 AM	Planning Meeting
1992	11/24		
	↓		New York
	11/25		
1992	11/26	1:00 PM – 3:00 PM	Department Meeting (Room 105)
1992	11/26		Meet Mr. McDONALD at A.B. HOTEL

1. Press the [SCHEDULE] key.
2. Press [SHIFT] [CLEAR], and input the year, month and date, pressing the [TIME/DATE] key after each entry (see **Entering the Schedule Keeper**).

   [SCHEDULE] [SHIFT] [CLEAR] 92 [TIME/DATE] 11 [TIME/DATE] 20 [TIME/DATE]



```
                1992/11/20(FRI)   [325/041 47]
12  1  2  3  4  5  6  7  8  9 10 11
```

This is the Timetable Display for November 20, 1992.

3. Press the [CLEAR] key, and the message "DESCRIPTION?" appears to ask you to enter the time of the schedule.

```
                1992/11/20(FRI)   [325/041 47]
DESCRIPTION?
```

4. Input the time and then press the [TIME/DATE] key.

   10 [TIME/DATE]

   If you do not input the minutes, the SF Unit assumes "00".

5. Press the [NEXT] key and the message "DESCRIPTION?" reappears to ask you for input of the details of the appointment.

   [NEXT][SHIFT] **PLANNING** [SPACE][SHIFT] **MEETING**

6. Press the [SET] key to store this Schedule Keeper entry into memory.

```
                1992/11/20(FRI)   [325/041 47]
10:00A Planning Meeting
```

7. Press the [CLEAR] key and the SF Unit requests the next schedule time.
8. Press [▼] to display the starting date of the next item.

   [▼][▼][▼][▼]

9. Press the [FUNCTION] key twice.
10. Press [1] to select "MULTI-DATE ITEM ENTRY".
11. Input the end date of the schedule.

    92 [TIME/DATE] **11** [TIME/DATE] **25** [TIME/DATE]

```
1992/11/24(TUE) ~1992/11/25(WED)
DESCRIPTION?
```


12. Input the details.

    [SHIFT] **NEW** [SPACE][SHIFT] **YORK**

13. Press the [SET] key. Note the ↑ symbol on the display.

```
                1992/11/24(TUE)   [329/037 48]
↑       New York
```

14. Press the [▼▼] key to change the date to the 25th.

```
                1992/11/25(WED)   [330/036 48]
↓       New York
```

15. Press [▼] once again to display the 26th.
16. Input the first appointment. Note the key operation used to enter the starting time and ending time.

    [CLEAR] **1** [TIME/DATE] [P] [TIME/DATE] **3** [TIME/DATE] [P] [NEXT]

```
                1992/11/26(THU)   [331/035 48]
1:00P DESCRIPTION?
  ⌇
3:00P
```

17. Now input the details.

    [SHIFT] **DEPARTMENT** [SPACE][SHIFT] **MEETING** [↵]
    [SHIFT] **(** [SHIFT] **ROOM** [SPACE] **105** [SHIFT] **)** [SET]

18. Input the next appointment. Note that this appointment has no time entry, but this presents no problem.

    [CLEAR][SHIFT] **MEET** [SPACE][SHIFT] **MR.** [SPACE][CAPS] **M** [SHIFT] **CDONALD** [↵]
    [CAPS] **AT** [SPACE][CAPS] **A.B.HOTEL** [SET]

```
                1992/11/26(THU)   [331/035 48]
        Meet Mr. McDONALD
        at A.B.HOTEL
1:00P   Department Meeting
  ⌇     (Room 105)
3:00P
 CAPS                              ⏲
```

- Appointments are automatically stored in according to time, regardless of the sequence that they are entered.
- Appointments scheduled for the same date are stored according to their times. Entries that do not include a time are stored before the entries that include times.
- See page 80 for details on editing and deleting appointment entries.

Recalling Schedule Keeper data

Data stored in the Schedule Keeper can be recalled using one of the following procedures:

- Date Search

Input a date to enter the Schedule Keeper for that date.

- Calendar Search

Select a date on the calendar to enter the Schedule Keeper for that date.

- Weekly Schedule Search

While the calendar display is shown, enter a date to display the weekly schedule that contains that date.

- Initial Character Search

Enter the time or text to locate all appointments with entries that begin with the specified time or text.

- Mode Search

Enter a time or details to locate all appointments containing any data that include the specified time or text.

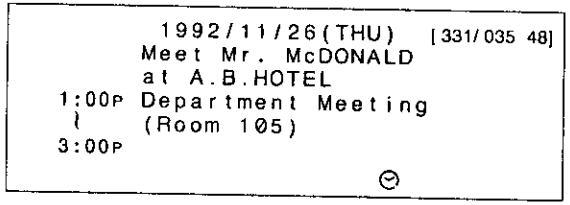
Date Search

Example: Check the schedule for November 26, 1992.

1. Press the [SCHEDULE] key to enter the Schedule Keeper, and then press [SHIFT] [CLEAR].
2. Enter the year, month, and date, pressing the [TIME/DATE] key after each entry.

[SCHEDULE] [SHIFT] [CLEAR] 92 [TIME/DATE] 11 [TIME/DATE] 26 [TIME/DATE]

3. Press the [DISP/CHNG] key to switch to the Data Display.



- Press the [▼] key to scroll down line-by-line through the Data Display ([▲] scrolls up), or ⏬ to scroll down appointment-by-appointment (⏫ scrolls up).

Calendar Search

Example: Check the schedule data for November 20, 1992.

1. Select the date on the Calendar display.

[CALENDAR] [CLEAR] 92 [TIME/DATE] 11 [TIME/DATE] [CALENDAR] [◄] [◄] [◄] [◄] [▲] (or input 20)

2. Press the [SCHEDULE] key and the Timetable Display for the selected date appears.
3. Press the [DISP/CHNG] key to view the Data Display.

Using Weekly Schedule Search

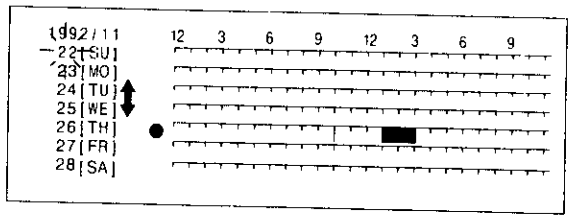
This function lets you enter a date to recall the schedule for the week that includes that date.

Example: To check the schedule for the 4th week of November 1992.

1. While the calendar display is shown, enter a date that is included in the 4th week of November.

[CALENDAR] [CLEAR] 92 [TIME/DATE] 11 [TIME/DATE] 22 [CALENDAR]

2. Press the [DISP/CHNG] key to display the weekly schedule.



The ↕ symbol indicates a multi-date item, while the ● symbol indicates a schedule data item that does not include a time.

3. To check the details for other days. Move the cursor to select a date and press the [SCHEDULE] key.

[▼][▼][SCHEDULE]

```
          1992/11/24(TUE)   [329/037 48]
↑     New York
```

A date with a ↑ symbol is the start date of a multi-date item.

4. Press ⏬ to view the next day's details.

- A date with a ↓ symbol is the end date of the multi-date item. For multi-date items that are three days and longer, dates other than the start date and end date are indicated by |.

5. Press the [DISP CHNG] key to display the timetable display.
The ◆ mark indicates that this date is part of a multi-date item.

Using Initial Character Search

With initial character search, you can specify either text or a time to locate the Schedule Keeper information you want.

Initial Character Search trys to find the nearest data items in the future that contain the text you specify. When there are no future data items, it starts from the nearest item in the past and searches up to the current date.

To search for text

Example: Find all of the entries that begin with the words "Department Meeting".

1. Press the [SCHEDULE] key to enter the Schedule Keeper and then press the [CLEAR] key.

- The date at the top of this display is the current date.

2. Input the search data, and press the [SEARCH] key.

- Note that you could also enter just the word "Department" or "D" for the search.

[SHIFT] **DEPARTMENT** [SPACE][SHIFT] **MEETING** [SEARCH]

```
          1992/11/26(THU)   [331/035 48]
1:00P Department Meeting
  |     (Room 105)
3:00P
```

The [SEARCH] indicator appears on the display and the first entry that matches the specified text appears on the display.

3. Press ⏬ or ⏫ key to view other data items that match the specification (displayed in chronological order). If the display is not changed by the operation, there are no more entries that match.

- You can press the [SEARCH] key when you find the entry you want to exit the search function.

To search for times

Example: Find all appointments for 10:00 AM.

1. Press the [SCHEDULE] key to enter the Schedule Keeper and then press the [CLEAR] key.
2. Enter the time, and press the [SEARCH] key.

[SCHEDULE][CLEAR] **10** [TIME DATE][SEARCH]

```
          1992/11/20(FRI)   [325/041 47]
10:00A Planning Meeting
```

Using Mode Search

With mode search, you can specify either text or a time to locate the Schedule Keeper information you want. Then the SF Unit will display all items that include the specified text anywhere in their entries, or whose schedule times include the time you specify.

Mode Search trys to find the nearest data items in the future that contain the text you specify. When there are no future data items, it starts from the nearest item in the past and searches up to the current data.

To search for text

Example: Find all of the entries that contain the word "Meeting".

1. Press the [SCHEDULE] key to enter the Schedule Keeper and then press the [CLEAR] key.
2. Input the search data, and press [SHIFT] followed by the [SEARCH] key.

[SCHEDULE] [CLEAR] [SHIFT] **MEETING** [SHIFT] [SEARCH]

```
          1992/11/20(FRI)    [325/041 47]
10:00A Planning Meeting
```

To search for times

Example: Find all appointments scheduled between 1:30 PM and 4:00 PM.

1. While in the Schedule Keeper, press the [CLEAR] key and enter the time you wish to find.

[CLEAR] **1** [TIME/DATE] [P] **30** [TIME/DATE] **4** [TIME/DATE] [P]

2. Press [SHIFT] followed by the [SEARCH] key.

```
          1992/11/26(THU)    [331/035 48]
1:00P Department Meeting
!     (Room 105)
3:00P
```


Notes

The following shows how time search is performed by [SHIFT] [SEARCH].

In memory:

10:00 AM
10:00 AM – 11:00 AM
10:30 AM
10:30 AM – 12:00 PM
11:00 AM

Search data: 10:30 AM

Items found:

10:00 AM – 11:00 AM
10:30 AM
10:30 AM – 12:00 PM

Search data: 10:00 AM – 11:00 AM

Items found:

10:00 AM
10:00 AM – 11:00 AM
10:30 AM
10:30 AM – 12:00 PM

Using the Schedule Alarm Function

The Schedule Alarm function lets you set alarms to signal scheduled appointment times. The procedure for setting schedule alarms will be explained here using actual examples.

To store schedule alarm data

Example: Set a schedule alarm for a product meeting scheduled from 11:00 AM to 12:00 PM on November 27, 1992.

1. Display the date of the appointment.

[SCHEDULE] [SHIFT] [CLEAR] **92** [TIME/DATE] **11** [TIME/DATE] **27** [TIME/DATE]

2. Input the details of the appointment.

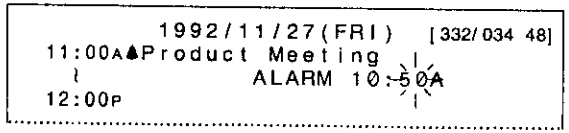
[CLEAR] **11** [TIME/DATE] [TIME/DATE] **12** [TIME/DATE] [P] [NEXT] [SHIFT] **PRODUCT** [SPACE] [SHIFT] **MEETING**

3. To set the schedule alarm, press [SCHEDULE] and the current alarm time appears on the display.

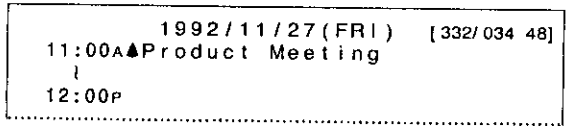
If you press the [SET] key here, the alarm time will be set at 11:00 AM. Instead, we will change the alarm time to 10:50 AM.

4. Input the alarm time.

[NEXT] 10 [TIME/DATE] 50



5. Press the [SET] key to store the schedule alarm time in memory.



- The "▲" symbol after the schedule time indicates that a schedule alarm is preset for that item.
- You cannot set a schedule alarm for a time that is already passed. If you try to, the following message appears.
  SCHEDULE ALARM TIME ALREADY PASSED! CANNOT SET THAT SCHEDULE ALARM TIME!
- Schedule alarms can be set only for data items that contain a time. If you clear data from a data item that is set with a schedule alarm, the schedule alarm is automatically cleared, and the schedule alarm indicator disappears from the display.
- You cannot set a schedule alarm with a time already set for another schedule alarm. If you attempt to do so, the message "THAT TIME ALREADY SET FOR SCHEDULE ALARM!" appears on the display when you press the [SET] key. Should this message appears press [◄] or [►] to recall and edit the time you input.

When a schedule alarm time is reached

When a time that is preset with a schedule alarm is reached, an audible alarm sounds for 20 seconds and the corresponding schedule data appears. Press any key to stop the alarm sound. Then press the [ESC] key to return to the display you were at before the alarm began to sound.

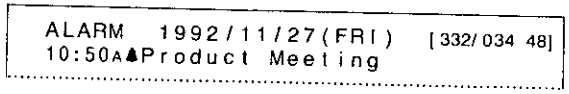
- If a schedule alarm time is reached while power is OFF, the SF Unit automatically switches ON.
- The alarm mark and alarm time display are automatically cleared when a schedule alarm time is reached.
- If a schedule alarm time is reached while you are inputting or editing the data item for which the schedule alarm is set, the alarm does not sound until you complete work on the data item.
- Note that a schedule alarm does not sound if its preset time is reached during data communications (see page 102).
- The alarm may fail to sound if battery power is too low.
- The following message appears when you are outside of the secret area and a schedule alarm set in the secret area is reached.
  SECRET DATA ITEM!

Checking schedule alarm times

To check the schedule alarm time preset for an entry, display the entry and press the [SCHEDULE] key.

Example: View the schedule alarm time preset for the product meeting on November 27, 1992.

1. Display the date whose data you want to check.
2. Press [SCHEDULE].



To switch schedule alarms ON and OFF

1. While in the Schedule Keeper, press the [FUNCTION] key, press [6] to select "SOUND".

```
*** SOUND ***
SCHEDULE ALARM      ON     •OFF
DAILY ALARM         ON     •OFF
KEY                 ON     •OFF
```

2. Press the [◄] key to switch the schedule alarm ON and the [►] key to switch it OFF.
3. Press the [SET] key to register the setting.

To set a schedule alarm for a previously stored data item

Example: Set the schedule alarm for the Department meeting from 1:00 PM to 3:00 PM on November 26, 1992 stored in the Schedule Keeper.

1. Enter the Schedule Keeper and locate the data item.

[SCHEDULE] [SHIFT] [CLEAR] **92** [TIME/DATE] **11** [TIME/DATE] **26** [TIME/DATE] [DIARY/MEMO] [▼] [▼]

2. Press the [FUNCTION] followed by [1] key to select "DATA ITEM EDIT".

```
1992/11/26(THU)   [331/035 48]
1:00P Department Meeting↵
      (Room 105)
3:00P
```

3. Press the [SCHEDULE] key to switch the schedule alarm ON.

```
1992/11/26(THU)   [331/035 48]
1:00P Department Meeting↵
      (Room 105)
3:00P          ALARM  1:00P
```

- See "**To store schedule alarm data**" for details on setting the alarm time.
- Use the [SCHEDULE] key to switch the schedule alarm ON and OFF.

4. Press the [SET] key to store the data item in memory.

Using the Timekeeping Function

About Home Time and World Time

Your SF Unit comes with its own precision timepiece built in. A World Time function shows you the current time in New York, London, Paris, Tokyo, etc. You can specify one of these times as your Home Time, which is used for Schedule Alarms and Daily Alarm.

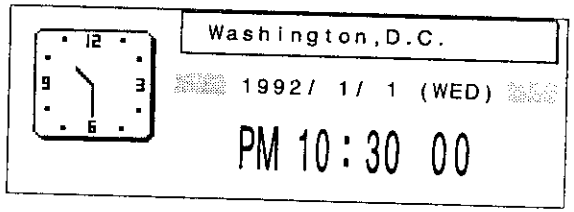
Whenever you perform the memory reset operation, the SF Unit's Home Time Mode resets to the MONTH/DATE/YEAR format, to JAN/1/1994. The examples in this manual, however, are all based on the YEAR/MONTH/DATE format for the year 1992.

To specify the Home Time

Example: Specify New York, as the Home Time.

1. Press the [HOME/WORLD] key to display the current Home Time.*

* If you press the [HOME/WORLD] key when the Home Time is already displayed, the SF Unit will show the World Time display (page 78). In this case, press the [HOME/WORLD] again to display the Home Time.



- The initial setting for the Home Time is Washington, D.C.

2. Press the [FUNCTION] key.
3. Press [2] to select HOME TIME CITY CHANGE.

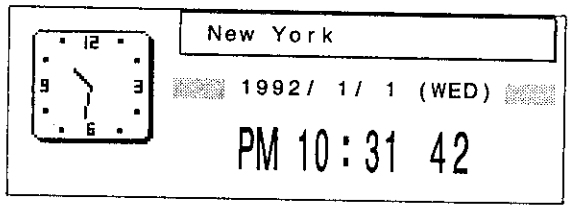
```
HOME TIME CITY CHANGE
Abidjan              + 5:00
Abu Dhabi            + 9:00
Acapulco             - 1:00
```

- City names that can be set as the Home Time appear in alphabetical order on the top of the display. The time on the right shows the difference from the home time currently specified.
  Press the [▼] or [▲] key to scroll through the city names, or ▼/▲ to scroll a full page at a time.
- You can also scroll directly to a specific section of the city list. Simply enter a letter and the block of names that begins with that letter immediately appears on the display. Here, let us enter "N".

N ▼

```
      HOME TIME CITY CHANGE
'New York              ± 0:00
 Niamey                + 6:00
```

4. Press the [SET] key to make the currently selected city.

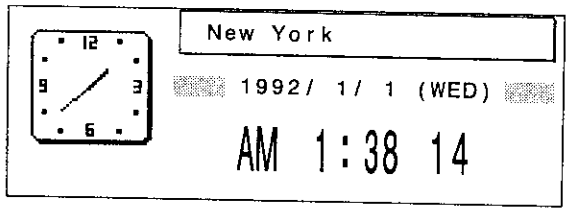


Setting the current time

To set the current time, simply change the time shown in the Home Time display.

To set the current time

1. Press [HOME/WORLD] as necessary to display the current Home Time.



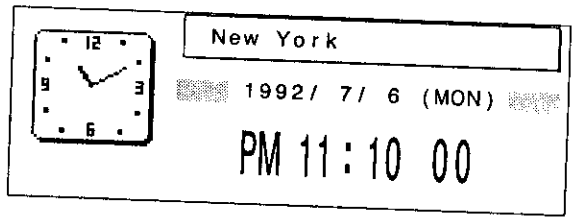
2. Press the [FUNCTION] key.

3. Press [1] to select "HOME TIME SET".
4. Press [A] to set AM, or [P] for PM. You can switch between AM and PM while the hours digits or minutes digits of the time are flashing.
5. Input the hour, minutes, year, month and date, pressing [TIME/DATE] after each entry.

   [P] 11 [TIME/DATE] 10 [TIME/DATE] 92 [TIME/DATE] 07 [TIME/DATE] 06 [TIME/DATE]

- You can also leave any setting the way it is without making any changes by pressing the [TIME/DATE] key while the digits for the setting are flashing.
- If you press the [TIME/DATE] key while the date digit is flashing, the hour digit of the time will start to flash again.

6. Press [SET] to set the time.

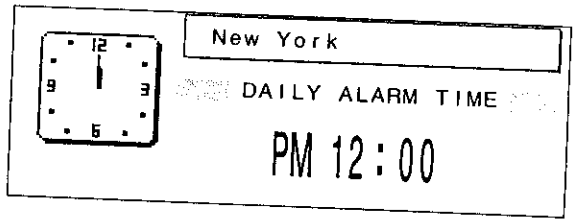


Setting the daily alarm

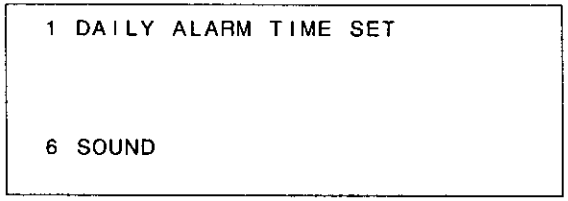
Once you set the time for the daily alarm, the alarm will sound every day at that time.

To set the daily alarm

1. While the Home Time display is shown, press the [DISP/CHNG] key.



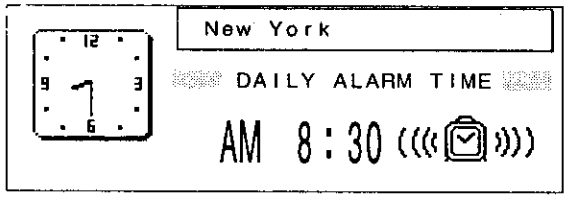
2. Press the [FUNCTION] key, and the following menu appears.



3. Press [1] to select "DAILY ALARM TIME SET".
4. Press [A] to specify AM or [P] for PM. Then input the hours followed by [TIME/DATE] and the minutes.

   [A] 8 [TIME/DATE] 30

5. Press the [SET] key to complete the operation.



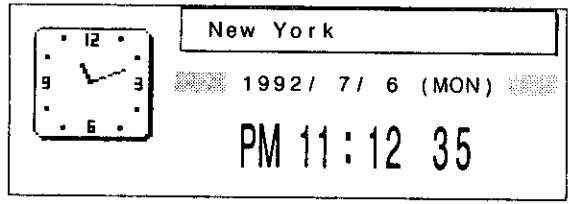
Press the [DAILY/CHIME] key (or [HOME/WORLD] key) to return to the Home Time display.

To switch the daily alarm ON and OFF

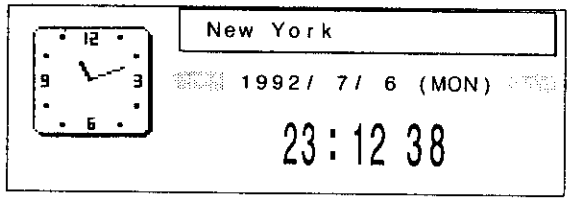
1. Press the [FUNCTION] key, and then press [6] to select "SOUND".
2. Press the [▼] key to select DAILY ALARM, and then press [◄] to switch the alarm ON, or [►] to switch it OFF.
3. Press the [SET] key to complete the setting.

To switch between 12-hour and 24-hour format

1. Press the [HOME/WORLD] key as necessary to display the current Home Time.



2. Press the [FUNCTION] key.
3. Press [4] to select "12/24 HOURS".



- Note that the time has been changed from 12-hour to 24-hour format. The 12-hour/24-hour specification affects all time displays, including those in the Schedule Mode, World Time, and alarms.

Specifying the date format

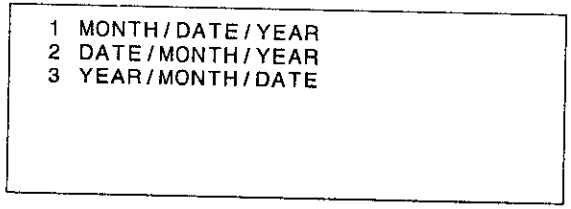
A choice of three different date formats is available for the Home Time, World Time and Schedule Keeper displays.

Format	Example
MONTH/DATE/YEAR	JAN/1/1992 (WED)
DATE/MONTH/YEAR	1/JAN/1992 (WED)
YEAR/MONTH/DATE	1992/1/1 (WED)

To specify the date format

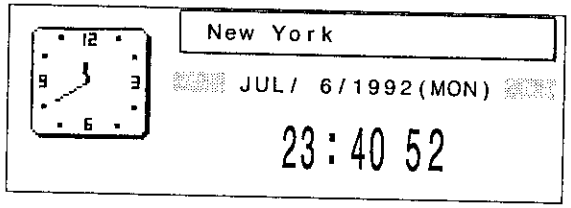
1. Press the [HOME/WORLD] key as necessary to display the current Home Time.
2. Press the [FUNCTION] key.
3. Press [3] to select DATE FORMAT.

[3]



4. Press the key ([1], [2], [3]) that corresponds to the format you want to use.

[1]



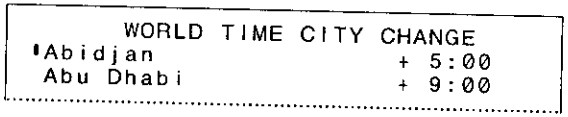
Note

The date format you select is applied in the Home Time, World Time, Schedule Keeper and Calendar Mode screens.

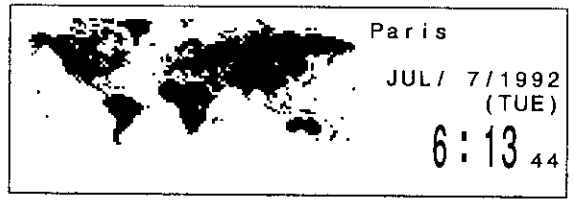
To recall a World Time display

Example: Recall the World Time display for Paris.

1. Press the [HOME/WORLD] key while the Home Time display is shown.
2. Press the [FUNCTION] key.
3. Press [2] to select WORLD TIME CITY CHANGE.



4. Select the city you want.
5. Press the [SET] key to view the World Time Display for the city you selected.



- The initial setting for the World Time is New York.

Using the daylight saving time function

This function lets you specify daylight saving time for cities that use such a timekeeping system.

To switch daylight saving time ON and OFF

1. Press the [HOME/WORLD] key.
2. Press the [FUNCTION] key.
3. Press [5] to select "DAYLIGHT SAVING TIME ON/OFF".

Note that the time has been changed from standard time to daylight saving time, indicated by "DST" on the display. Repeat the above operation to switch from daylight saving time to standard time.

Editing Data Items Stored in Memory

After data items are stored in memory, you can edit, delete, and move them as desired. In this section, we will use actual examples to describe the editing procedures.

To change an existing data item

Change Mary Bush's telephone number from 234-228-9199 to 234-228-8243 (page 26).

1. Enter the Telephone Directory and search for the data item.

   [TEL] [CAPS] **BUSH** [SEARCH]

2. Press [DISP CHNG] to switch to the Data Display.
3. Press the [FUNCTION] key.
4. Press [1] to select "DATA ITEM EDIT". At this time the cursor will appear on the Data Display.

```
BUSH MARY◢
234-228-9199◢
11933 Digital Street,↵
Los Angeles, CA
```

5. Press the [▼] key to move the cursor to the position of the data you wish to change.
6. Input the new data.

   [▶][▶][▶][▶][▶][▶][▶][▶] **8243**

7. Press the [SET] key to store the newly edited data item in memory.

```
BUSH MARY                234-228-8243
11933 Digital Street,
Los Angeles, CA
```


- When you locate a data item using Initial Character Search or Mode Search, the [SEARCH] indicator disappears from the display when you press [1] while in the function menu.
- When you change the name entry in the Business Card Library, all of the entries are resorted in alphabetical sequence when you press the [SET] key.

To change the date of a Schedule Keeper data item

Change the date for the Planning Meeting from 10:00 AM on November 20, 1992 to 2:00 PM on November 27, 1992.

1. Enter the Schedule Keeper and search for the date whose data you want to edit.

   [SCHEDULE] [SHIFT] [CLEAR] **92** [TIME DATE] **11** [TIME DATE] **20** [TIME DATE] [DISP CHNG]

```
                1992/11/20(FRI)   [325/041 47]
10:00A Planning Meeting
```

2. Press the [FUNCTION] key.
3. Press [5] to select "DATE CHANGE".
4. Enter the year, month, and date, following each entry by pressing the [TIME DATE] key. You can cancel the edit procedure by pressing the [ESC] key during date input.

   92 [TIME DATE] **11** [TIME DATE] **27**

```
DATE CHANGE
DATE?
1992/11/27
```

5. When you press the [TIME DATE] key after inputting the date, the first letter of the details of the appointment starts to flash.

6. Press the [TIME/DATE] key and input the new time, and then press the [SET] key to store the newly edited data item in memory.

[TIME/DATE] 2 [P] [SET]

```
                1992/11/27(FRI)   [332/034 48]
2:00P Planning Meeting
```

To batch edit multiple data items

In the Business Card Library, it is sometimes desirable to change all entries of some data to another entry.

Example: Change the telephone numbers of all of the QD MOTORS items from 631-343-6666 to 631-343-6111.

1. Enter the Business Card Library.
2. Press the [FUNCTION] key.
3. Press [3] to select "MULTIPLE DATA ITEM EDIT". At this time the following menu will appear.

```
1 EMPLOYER
2 TEL NUMBER
3 ADDRESS
4 TELEX NUMBER
5 FAX NUMBER
```

4. Press a key to select an entry. Here we will press [2] to select "TEL NUMBER".
5. Press the [▼] and [▲] keys to scroll through the telephone numbers until you find the one that you wish to change.

[▼][▼][▼][▼][▼][▼][▼]

```
631-343-6666
```


6. Make the necessary changes.

[SHIFT][▶][◀][◀][◀][◀] **6111**

```
631-343-6111
```

7. Press the [SET] key to store the newly edited data items in memory.

- If you press the [CLEAR] key while editing multiple data items, the SF Unit will cancel multiple data item edit and the message "NAME?" will appear on the display.
- When you change the name entry in the Business Card Library, all of the entries are resorted in alphabetical sequence when you press the [SET] key.

Editing entry names

The names of the user-definable (FREE) entries in the Telephone Directory and Business Card Library can be changed to identify the type of data stored. FREE entry names can be up to 16 characters long.
You can specify whether or not the FREE entry name should be displayed with the FREE entry data.

Example: Change FREE 2 in the Telephone Directory to "BIRTHDAY".

1. Press [TEL] to enter the Telephone Directory.
2. Press the [FUNCTION] key.
3. Press [2] to select "MESSAGE EDIT (FREE 1 ~ 6)". At this time the display will change to a list of current user-definable entry names.

```
FREE 1
FREE 2
FREE 3
```

4. Press the [▼] key to move the cursor to the position of the data name you wish to change.
5. Enter the new data name.

[▼][CAPS] **BIRTHDAY**

6. Press the [MARK] key to display the FREE entry data with its name.

```
 FREE 1
*BIRTHDAY_
 FREE 3
 FREE 4
```

7. Press the [SET] key to store the new data item name in memory.

- Now, the prompt "BIRTHDAY?" will appear in place of "FREE 2?". Also, the entry name "BIRTHDAY" is displayed when the data is recalled.

Deleting data items

You can delete individual data items, or you can batch delete all but the marked data items.

To delete individual data items

Example: Delete the Business Card Library data item under Jane Stewart.

1. Enter the Business Card Library and search for the data item you want to delete.

   [BUSINESS CARD] [CAPS] **STEWART** [SEARCH]

2. Press [DISP CHNG] to switch to the Data Display.

```
QD MOTORS
STEWART JANE          631-343-6111
Chief Engineer
```

3. Press the [FUNCTION] key.
4. Press [2] to select "SINGLE DATA ITEM DELETE", and the following message appears to confirm whether you wish to delete the data item.
   "SINGLE DATA ITEM DELETE? YES [SET]/NO [ESC]"
5. Press [SET] to delete the data item and display the next data item or [ESC] to return to the Data Display.

   Data items can be deleted using the above procedure regardless of whether or not they are marked (page 87).

To delete unmarked data items

Example: Delete all unmarked data items in the Memo Mode (see page 87 for details on marked data items).

1. Press [MEMO] to enter the Memo Mode.
2. Press the [FUNCTION] key.
3. Press [1] to select "UNMARKED DATA ITEM DELETE" and the following message appears to confirm whether you wish to delete the data items.
   "DELETE ALL UNMARKED DATA ITEMS? YES [SET]/NO [ESC]"
4. Press [SET] to delete all unmarked data items or [ESC] to return to the MEMO display.

- In the above example, only the unmarked data items in the Memo Mode, open (non-secret) area are deleted. Unmarked data items in the secret area are not deleted.
- To delete unmarked data items in the secret area, you must first access the secret area and perform the above procedure. Doing so does not delete any unmarked data items in the open area.

To delete unmarked Schedule Keeper data items

Example: Delete all unmarked data items in the Schedule Keeper (page 56), from January 1, 1901 until February 5, 1992.

1. Press [SCHEDULE] to enter the Schedule Keeper.
2. Press the [FUNCTION] key.
3. Press [1] to select "UNMARKED DATA ITEM DELETE" and the display appears to prompt for input of the period.
4. Specify the date up to which you wish to delete unmarked data items. Input the year, month, and date, pressing the [TIME DATE] key after each entry.

   92 [TIME DATE] **2** [TIME DATE] **5** [TIME DATE]

```
DELETE ALL UNMARKED DATA ITEMS?
FROM:  1901/ 1/ 1 (TUE)
TO:    1992/ 2/ 5 (WED)
YES [SET] /NO [ESC]
```

5. Press [SET] to delete all unmarked data items or [ESC] to cancel the delete procedure.

In the above example, only the unmarked data items for the specified period in the Schedule Keeper, open (non-secret) area are deleted. Unmarked data items in the secret area are not deleted.

Duplicating data items

The procedure described in this section comes in handy when you have to enter a data item that is almost identical to another item that is already stored in the Telephone Directory, Business Card Library, Memo, or Schedule Keeper. Simply duplicate the stored item and then make changes as required to create the new item.

Example: Duplicate the data item stored under Lucy Robinson in the Business Card Library and change the new data item to Paul Bean, Art Director.

1. First, locate the data item.

   [BUSINESS CARD] [CAPS] **ROBINSON** [SEARCH] [DISP CHNG]

   ```
   HW ADVERTISING INC.
   ROBINSON LUCY          222-228-1234
   Copywriter
   Domestic Advertisement Division
   ```

2. Press the [FUNCTION] key.
3. Input [3] to select "DATA ITEM COPY". The newly created data item appears on the display with the cursor flashing, standing by for changes. Make any necessary changes.

   [3] [▲] **BEAN** [SPACE] **PAUL** [DELETE] [DELETE] [DELETE] [DELETE] [NEXT]
   [▼] [▼] **A** [CAPS] **RT** [SPACE] [SHIFT] **DIRECTOR** [SET]

   ```
   HW ADVERTISING INC.
   BEAN PAUL              222-228-1234
   Art Director
   Domestic Advertisement Division
   ```

- Don't forget to press the [SET] key to store the new data item.

Other Functions

Using the Mark Function

The Mark function lets you mark data item to protect it against being deleted by the delete procedure (page 84).

To assign marks to data items

Example: Enter the following data item and mark it.
Bob Lloyd, 631-343-8221

1. Input the data.

   [TEL] [CAPS] **LLOYD** [SPACE] **BOB** [NEXT] **631-343-8221**

2. Press [MARK] to mark the data item. Note the "▮" indicator which shows that the data item is marked.

   ```
   ▮LLOYD BOB◢
   631-343-8221_
   ```

3. Press the [SET] key to store the data.

   ```
   ▮LLOYD BOB              631-343-8221
   ```

- A data item can be marked at any point from when the [CLEAR] key is pressed until the [SET] key is pressed.

To mark an existing data item

Mark the Memo data item under DRIVER'S LICENSE.

1. Enter the Memo Mode and search for the data item.

   [MEMO] [▼] [▼] [▼] [DIARY]

```
DRIVER'S LICENSE
Valid until Oct. 29, 1993
Number A-123456
CREDIT CARD NUMBERS
```

2. Press the [FUNCTION] key.
3. Press [1] to select "DATA ITEM EDIT". At this time the cursor will appear on the Data Display.
4. Press [MARK] and then press the [SET] key to store the newly edited data item in memory.

```
'DRIVER'S LICENSE
Valid until Oct. 29, 1993
Number A-123456
CREDIT CARD NUMBERS
```

To unmark a data item

1. Recall the marked data item.
2. Press the [FUNCTION] key.
3. Press [1] to select "DATA ITEM EDIT".
4. Press [MARK] to clear the mark.
5. Press the [SET] key.

Using the Secret Function

The Secret Function lets you store Telephone Directory, Business Card Library, Memo data and Schedule Keeper data in a memory area that is protected by a secret password. Only individuals able to enter the password can view the information stored in the secret memory area.

> You can register only one password. Be sure not to forget it. If you do, you will have to reset, thus erasing all of the data you have stored in memory.

To register a password

Example: Register "CASIO" as the password.

1. While in the Telephone Directory, Business Card Library, Memo Mode, or Schedule Keeper, press the [🔑] key.

   [TEL] [🔑]

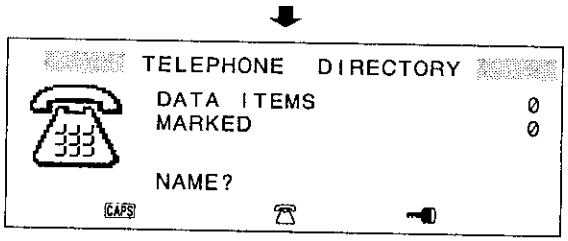
```
SECRET
PASSWORD?
```

2. Input the password you want to register.

   [CAPS] **CASIO**

3. Press the [🔑] key. The indicator " 🔑 " appears on the display to indicate that "CASIO" is registered as the password, and the SF Unit enters the secret memory area.

```
SECRET
(OK) PASSWORD REGISTERED!
[CAPS]  ☎
```



- The [↵] key is inoperative when you are entering a password.
- Now you can input for any mode data into the secret memory area. Use the same procedures as those used to store data in the open (non-secret) area.

To exit the secret area

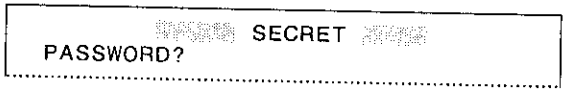
Press the [⊸] key to exit the secret area. The data item count that appears on the display does not include items stored in the secret area.

Entering the secret area

You must enter the password anytime you wish to access any data items stored in the secret area.

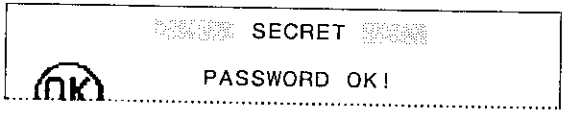
To enter the secret area

1. Press the [⊸] key, and a message appears to prompt entry of the password.

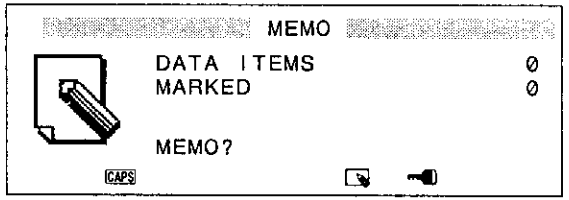


2. Enter the password and a message appears to confirm that it is correct.

[CAPS] **CASIO** [⊸]



3. Next, the SF Unit enters the secret area, indicated by the " ⊸ " at the bottom of the display.



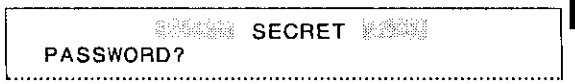
- If you enter a wrong password, the message "PASSWORD MISMATCH!" appears on the display.
- If no password is registered, the message "NO PASSWORD REGISTERED!" appears on the display.

To change the password

Example: Change the password from "CASIO" to "OISAC".

1. While in the Telephone Directory, Business Card Library, Memo Mode, or Schedule Keeper, press the [⊸] key, and a message appears to prompt entry of the password.

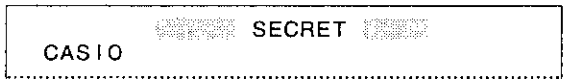
[TEL] [⊸]



2. Input the current password, and the message "PASSWORD OK!" appears to confirm that it is correct, and then the SF Unit enters the secret area, indicated by the " ⊸ " at the bottom of the display.

[CAPS] **CASIO** [⊸]

3. Press [CLEAR] followed by the [⊸] key to display the currently registered password.



4. Press the [FUNCTION] key.

5. Press [1] to select "DATA ITEM EDIT". At this time the currently registered password will reappear, with the cursor blinking at the first letter.

```
SECRET
CASIO
```

6. Input the new password.

   OISAC

7. Press the [↵] key to register the new password.

Transferring data between the secret and open areas

The SF Unit makes the transfer of data items between the open area and the secret area quick and easy.

To transfer a data item from the open area to the secret area

Example: Transfer the data item stored under Diana Smith from the open area to the secret area.

1. Enter the Telephone Directory and search for the data item.

   [TEL] [CAPS] **SMITH** [SEARCH]

2. Press [DISP CHNG] to switch to the Data Display.
3. Press the [FUNCTION] key.
4. Press [4] to select "DATA ITEM TO SECRET AREA". At this time a message appears to prompt input of the currently registered password.
5. Enter the password and press the [↵] key. The following message appears to confirm whether you wish to transfer the data item.

OISAC[↵]

```
TRANSFER TO SECRET AREA
TRANSFER?
YES [SET] /NO [ESC]
CAPS
```


6. Press [SET] to transfer the data item or [ESC] to cancel the data transfer.

- The SF Unit enters the secret area, indicated by the " ↵ " indicator.
- If a password is not already registered in the above procedure, the password entered in response to the "PASSWORD?" prompt is registered as a new password.

To transfer a data item from the secret area to the open area

Example: Transfer the data item stored under Diana Smith from the secret area to the open area.

1. Enter the Telephone Directory.
2. Enter the secret area and search for the data item.

   [TEL] [↵] [CAPS] **OISAC** [↵] **SMITH** [SEARCH]

3. Press [DISP CHNG] to switch to the Data Display.
4. Press the [FUNCTION] key.
5. Press [4] to select "DATA ITEM TO OPEN AREA".
   The following message appears to confirm whether you wish to transfer the data item.

```
TRANSFER TO OPEN AREA
TRANSFER?
YES [SET] /NO [ESC]
CAPS
```

6. Press [SET] to transfer the data item or [ESC] to cancel the data transfer.

- The SF Unit enters the open area and the " ↵ " indicator disappears from the display.

Using the Phrase Memory Function

The Phrase Memory function lets you store up to 10 often-used words or phrases up to 384 characters long for instant recall when you need them.

To store Phrase Memory data

Example: Assign the word "Birthday" to Phrase Memory 1.

1. While in the Telephone Directory, Business Card Library, Memo Mode, or Schedule Keeper, input the text to be assigned to a Phrase Memory.

   [MEMO] [CLEAR] [SHIFT] **BIRTHDAY**

   ```
   Birthday_
   ```

2. Press the [PHRASE] key, and the [PHRASE] indicator appears on the display.
3. Press [SHIFT] followed by [1] to store the text in Phrase Memory 1.

- In place of [SHIFT] [1], you can press the [PHRASE] key to exit the Phrase Memory Function.
- If you press any key besides [SHIFT] and keys [0] through [9] while the [PHRASE] indicator is shown on the display, the SF Unit exits the Phrase Memory Function.
- Date and time data in the Schedule Keeper cannot be stored in a Phrase Memory.
- In the Telephone Directory and Business Card Library, you cannot store text following the Combine mark (⊕) in a Phrase Memory.
- If you store data to a Phrase Memory that already contains data, the previous data is replaced with the new data.
- To delete data stored in a Phrase Memory, simply store a cleared screen (cleared by the [CLEAR] key) to the Phrase Memory.

To recall Phrase Memory data

Example: Susan's Birthday

1. In the Telephone Directory, Business Card Library, Memo Mode, or Schedule Keeper, locate the cursor where you want to input the Phrase Memory data.

   [SHIFT] **SUSAN'S** [SPACE]

2. Press [PHRASE] followed by the Phrase Memory number.

   [PHRASE] [1] [SET]

   ```
   1992/ 8/ 3(MON)   [216/150 32]
   Susan's Birthday
   ```

You can press the [PHRASE] key to exit the Phrase Memory Function without entering any Phrase Memory number.

Using the Auto Display Function

The Auto Display function lets you automatically scroll through the displays quickly and easily. To stop the Auto Display, press the [AUTODISP] or [ESC] key.

Example: Use the Auto Display function to view Business Card Library data.

[BUSINESS CARD] [▼] [DISP CHANG] [SHIFT] [AUTODISP]

```
  CBA ELECTRONICS CO., LTD.
  MAYER RICK    (LONDON)01-4509131
  Sales Manager
  A.V. Products
  Unit 6, 1000 North Circular
▼ Road, London NW2 7JD
```

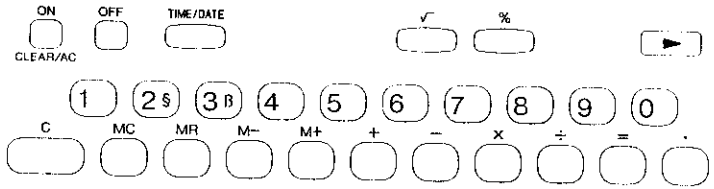
```
▲ 631-343-6969
```

- In the above example, you can scroll the Employer Name Display if you omit operation of the [DISP CHANG] key.
- Pressing any mode key, the [CLEAR] key or [OFF] key during Auto Display causes the SF Unit to exit the function.

Using the Calculator Functions

Performing General Calculations

Calculation keys



- Numeric keys and decimal key ([0]~[9], [.])
- Arithmetic operator keys ([+], [−], [×], [÷], [=])
  Press these keys as they appear in the arithmetic operation, and press the [=] key to obtain the result.
- Root key ([√])
  Use this key to obtain the square root of a value.
- Independent memory keys ([M+], [M−], [MR], [MC])
  [M+] — Adds the displayed value to the independent memory.
  [M−] — Subtracts the displayed value from the independent memory.
  [MR] — Recalls the value stored in the independent memory to the display.
  [MC] — Clears the independent memory.
- Cut off key ([▶])
  Cuts off the least significant (far right) digit of the displayed value.

Important

- Before beginning calculations, confirm that "0." is shown on the display, indicating that the SF Unit is in the Calculator mode.
- Be sure to monitor operation on the display as you perform key operations.

Making corrections in calculations

- If you press the wrong numeric key, press the [C] key and press the correct numeric key.
- If you press the wrong arithmetic operator key, simply press the correct key. This is true for all operator keys except the [=] key.

About errors

- An error is generated and the indicator "E" appears on the display if a calculation cannot be performed because it is out of range, etc.

Causes of errors

1. The number of digits in the mantissa of an intermediate or a final result exceeds 12 digits.
2. When the mantissa of a value in memory exceeds 12 digits.
   The SF Unit automatically uses the last value that did not exceed 12 digits.
3. Division by 0.

- To clear an error, press the [C] key and proceed with the calculation, or press the [AC] key and start from the beginning.

Calculation examples

	[AC]	0.
53+123−63=	53 [+] 123 [−] 63 [=]	113.
963×(23−56)=	23 [−] 56 [×] 963 [=]	−31'779.
(56×3−89)÷5.2+63=	56 [×] 3 [−] 89 [÷]	
	5.2 [+] 63 [=]	78.1923076923
123456×741852=	123456 [×] 741852 [=]	91'586'080'512.
$\sqrt{3}\times 5$=	3 [√] [×] 5 [=]	8.6602540378
12+23=	23 [+] [+] 12 [=]	K+ 35.
45+23=	45 [=]	K+ 68.
78+23=	78 [=]	K+ 101.
7−5.6=	5.6 [−] [−] 7 [=]	K− 1.4
2−5.6=	2 [=]	K− −3.6
2.3×12=	12 [×] [×] 2.3 [=]	K× 27.6
4.5×12=	4.5 [=]	K× 54.
45÷9.6=	9.6 [÷] [÷] 45 [=]	K÷ 4.6875
78÷9.6=	78 [=]	K÷ 8.125
12% of 1500	1500 [×] 12 [%]	180.
Percentage of 660 against 880	660 [÷] 880 [%]	75.
15% add-on of 2500	2500 [×] 15 [%] [+]	2'875.
25% discount of 3500	3500 [×] 25 [%] [−]	2'625.
What will the selling price and profit be when the purchasing price of an item is $480 and the profit rate to the selling price is 25%?	480 [+] 25 [%]	640.
	[−]	160.
If you made $80 last week and $100 this week, what is the percent increase?	100 [−] 80 [%]	25.
80×9= 720 −) 50×6= 300 20×3= 60 480	[MC] 80 [×] 9 [M+] 50 [×] 6 [M−] 20 [×] 3 [M+] [MR]	M 720. M 300. M 60. M 480.

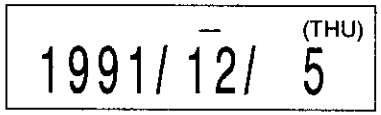
Performing Date Calculations

Date calculations can be performed in the range of January 1, 1901, through December 31, 2099.
Calculations that exceed this range result in an error ("E" displayed).

Example: Determine how many days there are from December 5, 1991 to July 3, 1992.

CAL **1992** TIME/DATE **7** TIME/DATE **3** − **91** TIME/DATE **12** TIME/DATE **5** TIME/DATE

- For 20th century years, you only need to enter the final two digits.



=

- The result is 211 days.

Example: Determine the date that is 300 days from December 20, 2010.

AC **2010** TIME/DATE **12** TIME/DATE **20** +

- For 21st century years, you must enter all four digits.

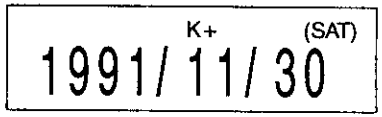
300 =

- The result is October 16, 2011.

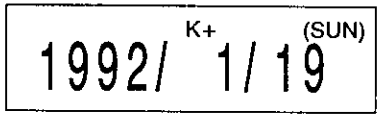
Example: Determine the dates 50, 100, and 150 days from October 11, 1991 (using a constant).

91 TIME/DATE **10** TIME/DATE **11** + +

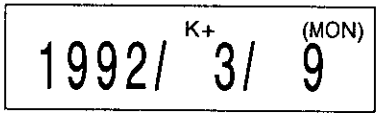
50 =



100 =



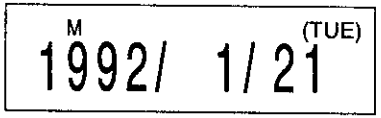
150 =



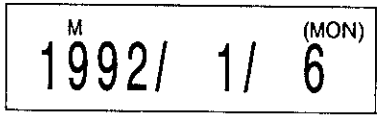
Example: Determine the dates 15, 30, and 45 days before February 5, 1992 (using the memory).

AC MC **92** TIME/DATE **2** TIME/DATE **5** M+

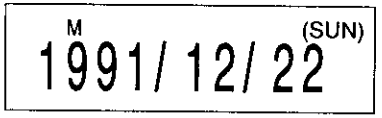
− **15** =



MR − **30** =



MR − **45** =



Performing Data Communications

Data communications can be performed between two SF Series Units, and between an SF Unit and a personal computer.

Refer to the "Lucid 3-D Spreadsheet User's Manual" for information on performing data communications in the Spreadsheet Mode.

Setting Up for Data Communications

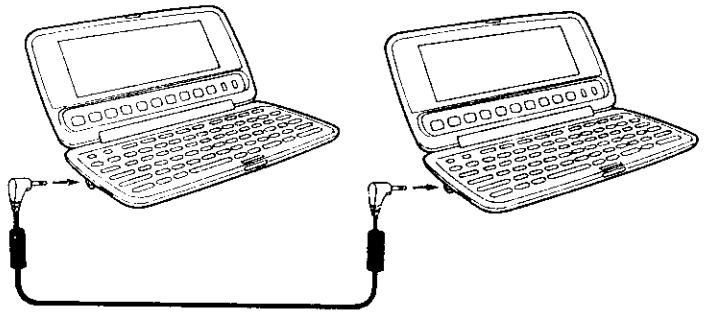
The following describes what you should do to set up for data communications between two SF Units or between the SF-8500 and a personal computer.

To connect the SF-8500 to another SF Unit

1. Make sure that the power of both units is switched off.
2. Remove the covers from the data communications jacks on the two SF Units.
3. Connect the two units using the SB-60 cable that comes with the SF-8500.

Important!

- You cannot perform data communications with the CASIO SF-A Series of SF Units (SF-A10, etc.).
- Be sure to replace the connector covers on the SF Units when you are not performing data communications.



SB-60 cable

Performing data communications between an SF Unit and a personal computer

Note that the optionally available FA-120 V3.50c or higher Interface Unit is for data communications between the SF-8500 and a personal computer. FA-100 and FA-150 Interface Units can also be used for data communications.

To connect the SF Unit with a personal computer

1. First, ensure that the power of the SF Unit and the personal computer is switched OFF.
2. Connect the personal computer to the FA-120 Interface Unit.
3. Remove the connector cover from the connector terminal of the SF Unit.

- Be careful not to lose the connector cover. It should be replaced in the connector terminal whenever the cable is disconnected.

4. Connect the SF Unit to the FA-120 Interface Unit.
5. Switch the power of the personal computer ON, followed by the SF Unit.

- When data transfer operations are complete, switch power off in the sequence; SF Unit and then personal computer.
  Next, disconnect the units.
- The above operation is based on the FA-120 V3.50c Interface Unit. For Information on using the FA-100 or FA-150, consult the Owner's Manuals that come with these interface units.
- **For details on computer hardware requirements, see the communications software manual.**

Setting the Hardware Parameters

Before you can perform data communications, you must first set up certain hardware parameters to make sure that the two units are able to understand each other. The parameters of the send unit and the receive unit must be same. There are three hardware parameters that must be set:

Parameter	Settings
PARITY	EVEN / ODD / NONE
BIT LENGTH	7 bits / 8 bits
BPS	1200 / 2400 / 4800 / 9600

BPS means "Bits Per Second" and represents the speed at which data is communicated. Usually, the fastest speed of 9600 BPS can be used, but if you have problems data at this speed, try using one of the slower speeds.

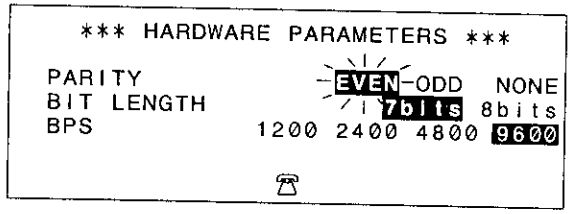
To set the hardware parameters

Example: Let us say that we wish to set the hardware parameters for EVEN parity, a data bit length of 8 bits, and a baud rate of 4800.

1. While in the Calendar Display, Telephone Directory, Business Card Library, Memo Mode, or Schedule Keeper, press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".
2. Press [4] to select "HARDWARE PARAMETERS".

   [TEL] [FUNCTION] [4] [4]

3. The hardware parameters highlighted on the display are those that are currently selected. Note that the PARITY selection is flashing. Press the [◄] and [►] cursor keys to change the current PARITY selection until EVEN is selected.



4. Press the [▼] cursor key to move to the BIT LENGTH selection. Use [◄] and [►] to select 8 bits.
5. Next, press the [▼] cursor key to move to the BPS selection. Use [◄] and [►] to select 4800.
6. Now press the [SET] key to register your hardware parameters and return to the "DATA COMMUNICATION" menu.

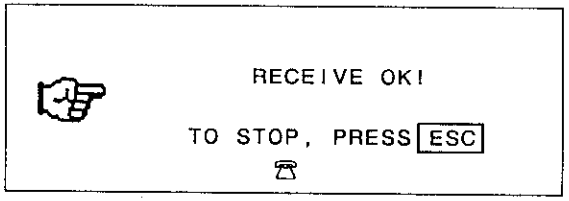
- Press the [ESC] key to cancel the setting.

Setting up the Receive SF Unit

The following procedures describe how to set up an SF Unit to receive data from another SF Unit or from a personal computer.

To set up the receive SF Unit

1. While in the Calendar Display, Telephone Directory, Business Card Library, Memo Mode, or Schedule Keeper, press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION", and the following menu appears.
2. Press [2] to select "RECEIVE" and the following display appears to indicate that the SF Unit is ready to receive data.



Transmitting Data

The procedures described in this section make it possible to send data from one SF Unit to another.

Before actually beginning these procedures, make sure that the message "RECEIVE OK!" is shown on the display of the receiving unit.

About transmitting data

Before actually getting into actual data communications, we should first define a few rules about how the SF Unit conducts data communications. Generally, you will have a number of options when transferring data:

ONE DATA ITEM

This option sends a single selected Telephone Directory, Business Card Library, Memo Mode, or Schedule Keeper data item from one unit to the other.

MONTH

This option sends highlighted date data for a single selected month's Calendar Display.

MODE DATA ITEMS

This option sends all of the data items contained in the Telephone Directory, Business Card Library, or Memo Mode from one unit to the other.
In the Schedule Keeper, this option sends all of the schedule data stored for a specific period.
In the Calendar Display, this option sends highlighted date data for a specific period

ALL DATA ITEMS

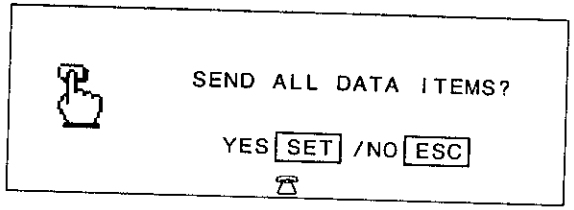
This option sends all Telephone Directory, Business Card Library, Memo Mode, Schedule Keeper and Calendar Display data stored in one unit to the other. Note that if the secret memory area of the SF Unit is accessed during this operation, secret area data only are sent. Otherwise, open (non-secret) area data only are sent.

Note

You can exit from data communication menus by pressing the [TEL], [NUMBER CARD], [MEMO], [SCHEDULE], [CALENDAR], [HOME/WORLD], [CAL] or [ESC] key.

To send ALL DATA ITEMS

1. While the transmitting unit is in the Calendar Display, Telephone Directory, Business Card Library, Memo Mode, or Schedule Keeper, press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".
2. Press [1] to select "SEND".
3. Press [3] to select "ALL DATA ITEMS", and the following display appears to confirm whether you wish to proceed.



4. Press the [SET] key to proceed with the data transmission, or [ESC] if you wish to cancel.

- The above message appears when transmission takes more than one second.
- Data are transmitted in the sequence of Telephone Directory data, Business Card Library data, Memo data, Schedule Keeper data and Calendar data.

To send ONE DATA ITEM in the Telephone Directory, Business Card Library, or Memo Mode

Note that the procedures described below are performed while the initial display of the Telephone Directory, Business Card Library, or Memo Mode is shown, immediately after pressing the corresponding key to enter any of these modes.

Example: Send the Memo data under the name "PRICE LIST (TAX FREE)".

1. Press the [MEMO] key on the transmitting unit to enter the Memo Mode.
2. Press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".

3. Press [1] to select "SEND".
4. Press [1] to select "ONE DATA ITEM" and the message "SEARCH FOR?" appears on the display to ask you what data item you wish to transmit.
5. Scroll through the Index Display until the name of the Memo you wish to send is at the top, and then press the [DISP/CHNG] key to change to the Data Display.

[▼][▼][DISP/CHNG]

```
PRICE LIST (TAX FREE)
Perfume $200
Tie     $125
DRIVER'S LICENSE
SEND?          YES[SET]/NO[ESC]
```

6. Press the [SET] key to begin transmission of the displayed data item, or the [ESC] key to return to the initial Memo Mode Display.

- You can interrupt data transmission by pressing the [ESC] key.
- At this time you can search for another data item and press [SET] to transmit it, or you can exit the transmit function by pressing [ESC].

To send ONE DATA ITEM in the Schedule Keeper

Example: Send the Schedule Keeper data for the "Department Meeting" on November 26.

1. Press the [SCHEDULE] key of the transmitting unit to enter the Schedule Keeper.
2. Press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".
3. Press [1] to select "SEND".
4. Press [1] to select "ONE DATA ITEM" and the message "SEARCH FOR?" appears on the display to ask you what data item you wish to transmit.
5. Input the text that you wish to search for. If you make a mistake while entering text, press the [◀] or [▶] key to move the cursor to the location of the mistake and make corrections.

[SHIFT] **DEPARTMENT** [SEARCH]

```
          1992/11/26(THU) [331/035 48]
1:00P Department Meeting
      (Room 105)
3:00
SEND?          YES[SET]/NO[ESC]
                  ⏲      SEARCH
```

Press the [SET] key to begin transmission of the displayed data item, or the [ESC] key to return to the Time Table Display.

To send one MONTH in the Calendar Display

Example: Send the calendar for December 1992.

1. Press the [CALENDAR] key on the transmitting unit to enter the Calendar Display.
2. Press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".
3. Press [1] to select "SEND".
4. Press [1] to select "MONTH" and a calendar appears on the display.
5. Scroll through the Calendar Display until the calendar you wish to send is displayed.

[▲]

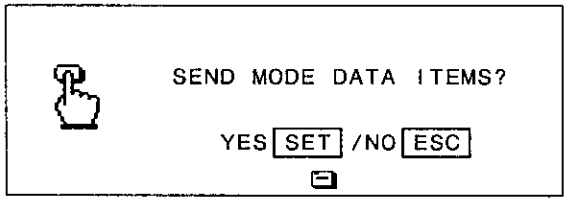
```
SU MO TU WE TH FR SA
12        1  2  3  4  5
 6  7  8  9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31
        - 1992 -
SEND?
YES[SET]/NO[ESC]
```

Press the [SET] key to begin transmission of the displayed calendar, or the [ESC] key to return to the Calendar display for the month selected.

To send MODE DATA ITEMS in the Telephone Directory, Business Card Library, or Memo Mode

Example: Send all data items stored in the Business Card Library.

1. Press the [BUSINESS CARD] key on the transmitting unit to enter the Business Card Library.
2. Press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".
3. Press [1] to select "SEND".
4. Press [2] to select "MODE DATA ITEMS" and a message appears on the display to confirm whether or not you wish to transmit the data items.



5. Press the [SET] key to begin transmission of the displayed data item, or the [ESC] key to return to the "DATA COMMUNICATION" menu.

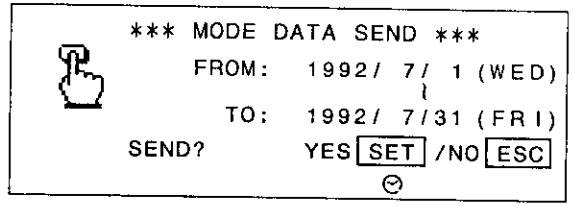
To send MODE DATA ITEMS for a specific period in the Schedule Keeper

Example: Send all data items stored in the Schedule Keeper from July 1, 1992 through July 31.

1. Press the [SCHEDULE] key of the transmitting unit to enter the Schedule Keeper, and enter the starting date (July 1, 1992) to recall its Timetable Display.
2. Press the [FUNCTION] followed by [4] to select "DATA COMMUNICATION".
3. Press [1] to select "SEND".
4. Press [2] to select "MODE DATA ITEMS" and a message appears on the display to ask you up to what date you wish to send Schedule Keeper data.

5. Enter the ending date (July 31, 1992), and press the [SET] key to begin transmission, or the [ESC] key to return to the "DATA COMMUNICATION" menu.

92 [TIME/DATE] 7 [TIME/DATE] 31 [TIME/DATE]



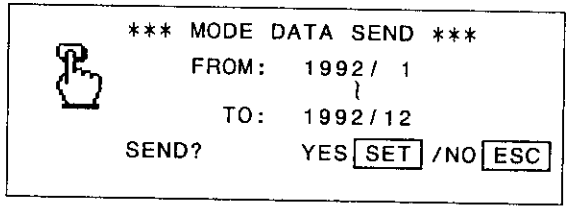
- Even if the starting date you specify is chronologically after the ending date (from October 31, 1992 through October 1, 1992, for example), the SF Unit still transmits the data starting from the earlier date and ending with the later date.

To send MODE DATA ITEMS for a specific period in the Calendar Display

Example: Send highlighted date data from January through December 1992.

1. Press the [CALENDAR] key on the transmitting unit to enter the Calendar Display, and display the starting calendar (January 1992) on the left side of the display.
2. Press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".
3. Press [1] to select "SEND".
4. Press [2] to select "MODE DATA ITEMS" and a message appears on the display to ask you up to what date you wish to send highlighted data.
5. Specify the ending month (December 1992), and press the [SET] key to begin transmission, or the [ESC] key to return to the "DATA COMMUNICATION" menu.

92 [TIME/DATE] 12 [TIME/DATE]



Transmitting error messages

The following messages appear on the display of the receiving unit when a problem occurs during data communications. All data transferred up to display of the message is retained in memory, but data communication is terminated. If one of the following error messages appears, press the [TEL], [BUSINESS CARD], [MEMO], [SCHDLR], [HOME/WORLD], [CAL] or [CALENDAR] key to clear the error message. Then, take corrective action and try data communication again.

Message	Cause
STOPPED!	• [ESC] key pressed on transmitting or receiving unit. • Memory area of receiving unit full. • Battery power drops below a certain level.
TRANSMIT ERROR!	Cable connection broken or abnormal noise in cable.
MEMORY FULL!	Memory area of receiving unit full.

Notes

- If the secret memory area (see page 89) is accessed, the data received is stored in the secret memory area.
- When transferring MODE DATA ITEMS or ALL DATA ITEMS, each data item is displayed on the receiving unit as it is received.
- When receipt of ONE DATA ITEM is complete, the received data item is shown on the display.
- When receipt of MODE DATA ITEMS is complete, the receiving unit enters the mode (Telephone Directory, Business Card Library, etc.) for the data items received.
- When ONE DATA ITEM is sent from a computer to an SF Unit, the computer returns to its initial display.
- After preparing the SF Unit to receive data, it can receive data regardless of the mode of the transmitting unit.
- If a calendar stored in the receiving unit already has highlighted dates, the highlight data for that month is ignored.
- If a schedule alarm data received via data communication has identical time to one that is already stored in memory, the message "THAT TIME ALREADY SET FOR SCHEDULE ALARM!" appears on the display and the schedule alarm data being received is not stored in memory.

Using a Printer

Printing Data

You can connect the SF Unit to an EPSON LX-800 printer using the optional FA-100 interface unit and an RS-232C cross cable. As with data communications, you can select a variety of formats for printing data.

About printing

You have a number of options when printing data:

ONE DATA ITEM

This option lets you print a single selected Telephone Directory, Business Card Library, Memo Mode, or Schedule Keeper data item.

MONTH

This option lets you print a calendar for a single selected month.

MODE DATA ITEMS

This option lets you print all of the data items contained in the Telephone Directory, Business Card Library, or Memo Mode.

In the Schedule Keeper, this option prints all of the schedule data stored for a specific period.

In the Calendar Display, this option prints the calendars for a specific period.

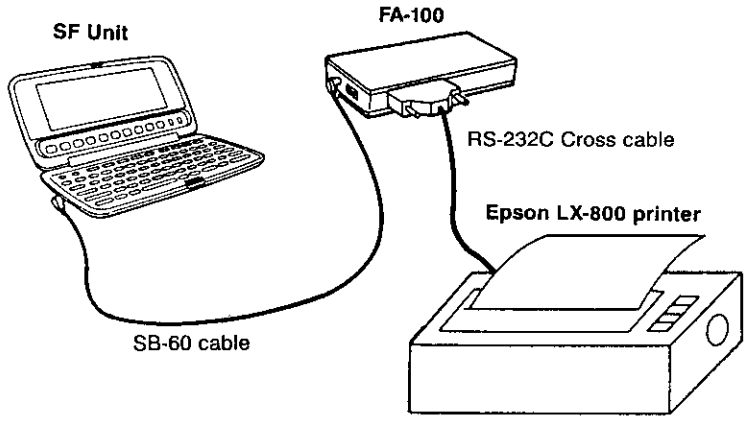
To connect an SF Unit with a printer

1. First, ensure that the power of the SF Unit and the printer is switched OFF. Printer — EPSON LX-800, using #8143 serial interface.
2. Connect the printer to the FA-100 Interface Unit using an RS-232C cross cable.
3. Remove the connector cover from the connector terminal of the SF Unit.

- Be careful not to lose the connector cover. It should be replaced in the connector terminal whenever the SB-60 cable is disconnected.

4. Connect the SF Unit to the FA-100 Interface Unit.
5. Switch the power of the FA-100 Interface Unit ON, followed by the SF Unit, and then the printer.

- When data transfer operations are complete, switch power off in the sequence: printer, SF Unit, and then FA-100 Interface Unit. Next, disconnect the units.

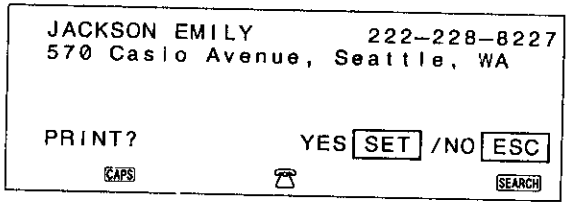


To print ONE DATA ITEM in the Telephone Directory, Business Card Library, or Memo Mode

Example: Print the Telephone Directory data for Emily Jackson.

1. Press the [TEL] key to enter the Telephone Directory.
2. Press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".
3. Press [3] to select "PRINT".
4. Press [1] to select "ONE DATA ITEM" and the message "SEARCH FOR?" appears on the display to ask you what data item you wish to print.
5. Input the name you wish to search for, and when it appears in the first line of the Index Display, press the [DISP CHNG] key to change to the Data Display.

[CAPS] **JACKSON** [SEARCH] [DISP CHNG]



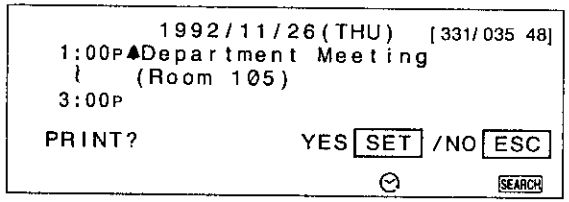
6. Press the [SET] key to begin printing of the displayed data item, or the [ESC] key to return to the initial Telephone Directory Display.

To print ONE DATA ITEM in the Schedule Keeper

Example: Print the Schedule Keeper data for the "Department Meeting" on November 26.

1. Press the [SCHEDULE] key to enter the Schedule Keeper.
2. Press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".
3. Press [3] to select "PRINT".
4. Press [1] to select "ONE DATA ITEM" and the message "SEARCH FOR?" appears on the display to ask you what data item you wish to print.
5. Enter the text that you wish to search for. If you make a mistake while entering text, press the [◄] or [►] key to move the cursor to the location of the mistake and make corrections.

SCHEDULE FUNCTION 4 3 1 SHIFT **DEPARTMENT** SEARCH



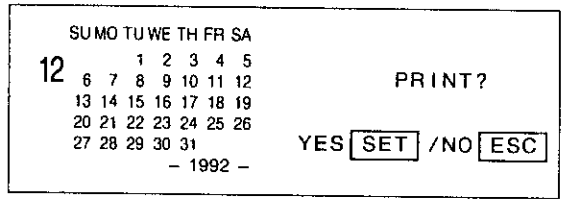
6. Press the SET key to begin printing of the displayed data item, or the ESC key to return to the Time Table Display.

To print one MONTH in the Calendar Display

Example: Print the calendar for December 1992.

1. Press the CALENDAR key to enter the Calendar Display.
2. Press the FUNCTION key followed by 4 to select "DATA COMMUNICATION".
3. Press 3 to select "PRINT".
4. Press 1 to select "MONTH" and a calendar appears on the display.
5. Scroll through the Calendar Display until the calendar you wish to print is displayed.

▲



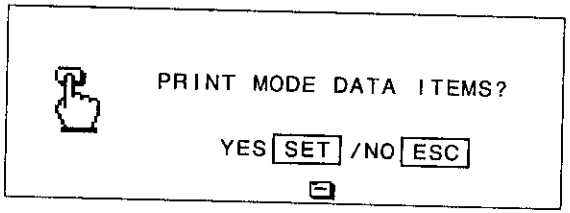
6. Press the SET key to begin printing of the displayed calendar, or the ESC key to return to the Calendar display.

To print MODE DATA ITEMS in the Telephone Directory, Business Card Library, or Memo Mode

Example: Print all data items stored in the Business Card Library.

1. Press the TELEPHONE/BUSINESS CARD key to enter the Business Card Library.
2. Press the FUNCTION key followed by 4 to select "DATA COMMUNICATION".
3. Press 3 to select "PRINT".
4. Press 2 to select "MODE DATA ITEMS" and a message appears on the display to confirm whether or not you wish to print the data items.

TELEPHONE/BUSINESS CARD FUNCTION 4 3 2



5. Press the SET key to begin printing of the displayed data item, or the ESC key to return to the "DATA COMMUNICATION" menu. During printing, the message "NOW SENDING! TO STOP, PRESS ESC " will appear.

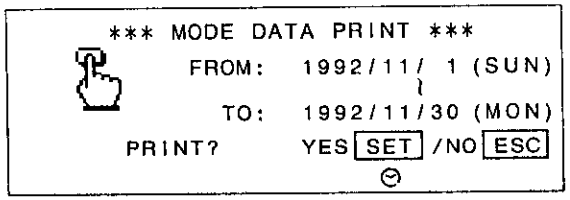
To print MODE DATA ITEMS for a specific period in the Schedule Keeper

Example: Print all data items stored in the Schedule Keeper from November 1, 1992 through November 30.

1. Press the SCHEDULE key to enter the Schedule Keeper, and enter the starting date (November 1, 1992) to recall its Timetable Display.
2. Press the FUNCTION followed by 4 to select "DATA COMMUNICATION".
3. Press 3 to select "PRINT".
4. Press 2 to select "MODE DATA ITEMS" and a message appears on the display to ask you up to what date you wish to print Schedule Keeper data.

5. Enter the ending date (November 30, 1992), and press the [SET] key to begin printing, or the [ESC] key to return to the "DATA COMMUNICATION" menu.

92 [TIME/DATE] 11 [TIME/DATE] 30 [TIME/DATE]



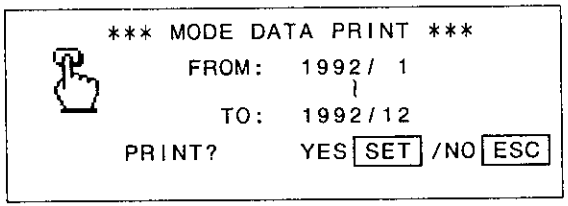
- Even if the starting date you specify is chronologically after the ending date (from October 31, 1992 through October 1, 1992, for example), the SF Unit still prints the data starting from the earlier date and ending with the later date.

To print MODE DATA ITEMS for a specific period in the Calendar Display

Example: Print all of the calendars from January through December 1992.

1. Press the [CALENDAR] key to enter the Calendar Display, and display the starting calendar (January 1992) on the left side of the display.
2. Press the [FUNCTION] key followed by [4] to select "DATA COMMUNICATION".
3. Press [3] to select "PRINT".
4. Press [2] to select "MODE DATA ITEMS" and a message appears on the display to ask you up to what month you wish to print Calendar display.
5. Specify the ending calendar (December 1992), and press the [SET] key to begin printing, or the [ESC] key to return to the "DATA COMMUNICATION" menu.

92 [TIME/DATE] 12 [TIME/DATE]



Printing error messages

If the following error message appears during printing, press the [TEL], [BUSINESS CARD], [MEMO], [SCHEDULE] or [CALENDAR] key to clear the error message. Then, take corrective action and try printing again.

Message	Meaning	Action
STOPPED!	• Printing stopped manually. • Battery power drops below a certain level.	• Print again. • Replace the main power supply batteries and print again.

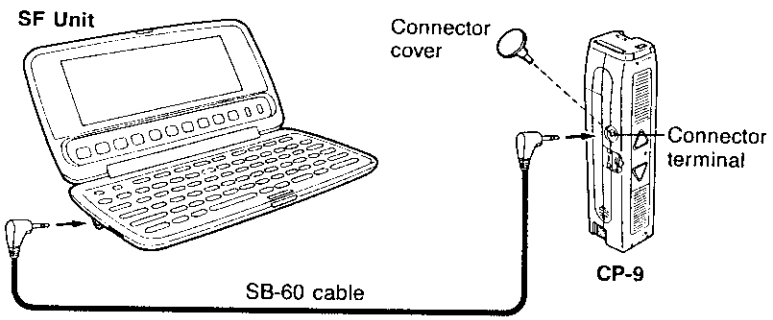
Using the Pen Printer

Pen Printing

Connection of the optional CP-9 Pen Printer using the SB-60 cable lets you print data directly from the SF Unit. You can either print data already stored in the SF Unit, or you can use the SF Unit's keyboard for input of text to print.

To connect the Pen Printer to the SF Unit

1. Check to make sure that the power of the Pen Printer and the SF Unit is switched OFF.
2. Remove the Pen Printer's connector cover and connect the SB-60 cable.
3. Remove the SF Unit's connector cover and connect the SB-60 cable.



Be sure to keep the connectors of the Pen Printer and SF Unit covered when they are not being used.

To print data already stored in SF Unit memory

Example: Print the Telephone Directory data for Diana Smith.

1. Press the [TEL] key, followed by the [FUNCTION] key. Then press [4] to select DATA COMMUNICATION.
2. Press [6] to select PEN PRINTING.

```
1 INPUT ITEM PRINT
2 STORED ITEM PRINT
3 PRINT FORMAT
```

3. Press [2] to select STORED ITEM PRINT, and the message "SEARCH FOR?" appears. Enter the name for the data you wish to print.

[CAPS] **SMITH** [SEARCH] [DISP CHRG]

```
SMITH DIANA              567-645-3233
6322 S.F. Avenue, Chicago, IL

PRINT ABOVE?    YES[SET]/NO[ESC]
   [CAPS]          ☎          [SEARCH]
```

4. Press the Pen Printer's **READ** button, and then press the SF Unit's [SET] key. To cancel the printing operation without printing anything, press the SF Unit's [ESC] key.
5. Press the Pen Printer's **PRINT** button and print the first line of data. Press [▼] to locate the second line of data at the top of the display.

```
▲ 6322 S.F. Avenue, Chicago, IL

PRINT ABOVE?    YES[SET]/NO[ESC]
   [CAPS]          ☎          [SEARCH]
```

6. Press the Pen Printer's **READ** button, and then press the SF Unit's [SET] key.
7. Press the Pen Printer's **PRINT** button and print the second line of data. Repeat this operation as many times as required to print all of the data.

Printing sample:

```
SMITH  DIANA                    567-645-3233
6322  S.F.  Avenue,  Chicago,  IL
```

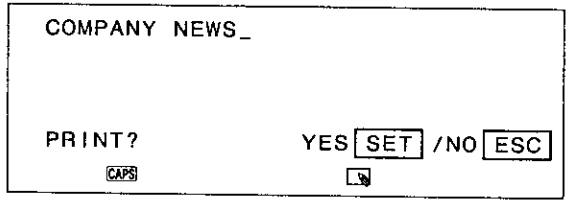
- Time data for a schedule cannot be printed.

To print text entered on the SF Unit's keyboard

Example: Input and print the text "COMPANY NEWS".

1. Press the [MEMO] (or [TEL], [BUSINESS CARD], [SCHEDULE]) key, followed by the [FUNCTION] key. Then press [4] to select DATA COMMUNICATION and [6] to select PEN PRINTING.
2. Press [1] to select INPUT ITEM PRINT, and the message "INPUT ITEM!" appears.
3. Enter the text you wish to print.

   [CAPS] **COMPANY** [SPACE] **NEWS**



4. Press the Pen Printer's **READ** button, and then press the SF Unit's [SET] key. To cancel the printing operation without printing anything, press the SF Unit's [ESC] key.
5. Press the Pen Printer's **PRINT** button and print the text.

Printing sample:

```
COMPANY  NEWS
```


- If you wish to print more text following the above operation, press the SF Unit's [ESC] key to return to the "INPUT ITEM!" display, and proceed as described above.
- You can use the [↵] key while inputting text on the SF Unit's keyboard. When the Pen Printer comes to the newline mark, it stops printing to let you move the Pen Printer to the next line. To continue, press the Pen Printer's **PRINT** button again.
- The maximum number of characters that you can input for the operation in the last page can be determined by checking the Print Format display shown below. This number depends on the Pen Printer's PITCH setting.
- Each newline mark is counted as a letter, and up to 15 newline marks can be input.
- Text stored in a phrase memory can also be recalled in the above operation for printing.
- When the message "STOPPED" appears on the display of the SF Unit, press the [◄] or [►] key to return to the "INPUT ITEM!" display.

Setting the Print format

The following table shows the possible format settings that can be used for printing.

Options	Settings
Character size	NORMAL DOUBLE HEIGHT DOUBLE WIDTH 4 × NORMAL
Pitch	0.000 mm ~ 12.000 mm (1 pitch: 0.125 mm)

To set the print format

Example: Print the text "COMPANY NEWS" using 4 × NORMAL character size, with a pitch of 2.5 mm.

1. Press the MEMO (or TEL, BUSINESS CARD, SCHEDULE) key, followed by the FUNCTION key. Then press 4 to select DATA COMMUNICATION and 6 to select PEN PRINTING.
2. Press 3 to select PRINT FORMAT.
3. "NORMAL" is shaded because it is selected. Use the ▶ and ◀ keys to change the character size setting.
4. Press ▼ to select the PITCH setting. Press ▶ to increase the pitch setting, and ◀ to decrease it.
   Note that the number of characters in parentheses also changes as you change the pitch. This value tells you the maximum number of characters you can print.

```
        *** PRINT FORMAT ***
CHARACTER SIZE      4x NORMAL
PITCH               2.500 mm
                    ( 82 CHRS)
```

5. Press the SET key to set the print format and return to the PEN PRINTING menu.

Printing sample:

C O M P A N Y N E W S

Reference

Keys

① Home/World Time key
② Calendar key
③ Schedule key
④ Memo key
⑤ Business Card key
⑥ Telephone Directory key
⑦ Spreadsheet key
⑧ Power ON/Clear key
⑨ Power OFF key
⑩ Calculator mode key
⑪ Insert/Capacity display key
⑫ Delete key
⑬ Character keys
⑭ CAPS key
⑮ Shift key
⑯ Code key
⑰ Mark/Auto Display key
⑱ Phrase Memory key
⑲ Return key
⑳ NEXT key
㉑ SET key
㉒ COMBINE/HELP* key
㉓ SEARCH key
㉔ Time/Date key
㉕ Cursor keys
㉖ Page Up/ Page down keys
㉗ Display Change key
㉘ Schedule alarm key
㉙ Function key
㉚ Secret key
㉛ ESC key
㉜ Function keys* (F1 ~ F5)

* The HELP key ㉒ and the Function keys ㉜ are used only in the Spreadsheet Mode.

Key Functions

No.	Name	Function	Key CAP
①	Home/World Time key	Press this key to enter the Home Time Mode. Pressing this key while the Home Time is displayed, the SF unit enters the World Time Mode.	HOME/WORLD
②	Calendar key	Press this key to enter the Calendar Display.	CALENDAR
③	Schedule key	Press this key to enter the Schedule Keeper for data input or recall.	SCHEDULE
④	Memo key	Press this key to enter the Memo Mode for data input or recall.	MEMO
⑤	Business Card key	Press this key to enter the Business Card Library for data input or recall.	BUSINESS CARD
⑥	Telephone Directory key	Press this key to enter the Telephone Directory for data input or recall.	TEL
⑦	Spreadsheet key	Press this key to enter the Spreadsheet Mode. (This manual does not cover information on this mode. Operation of the Spreadsheet Mode is covered in a separate manual.)	
⑧	Power ON/Clear key	• Use this key to switch power ON or to restore power after it has been switched OFF by the Auto Power OFF function. • In the Telephone Directory, Business Card Library, Memo Mode, Calendar Display and Schedule Keeper, pressing this key clears the display.	ON CLEAR
⑨	Power OFF key	Press this key to switch power OFF. Memory contents are retained even when power is switched OFF.	OFF
⑩	Calculator mode key	Enters the Calculator mode for arithmetic calculations.	CAL

No.	Name	Function	Key CAP
⑪	Insert/Capacity display key	• During data input, press this key to open a space at the current cursor position for insertion of a character between two other characters. Holding this key down inserts spaces continuously at high speed. • Press [SHIFT] key and then press this key to display how much memory capacity remains available for data storage.	[INSERT] [CAPA]
⑫	Delete key	During data input, press this key to delete the character at the current cursor position. Holding this key down deletes characters continuously at high speed.	[DELETE]
⑬	Character keys	Use these keys to enter characters, spaces, punctuation and numbers.	
⑭	CAPS key	Press this key to shift the keyboard between upper-case and lower-case. The keyboard retains its current upper-case/lower-case setting until the [CAPS] key is pressed again. See page 22 for further details.	[CAPS]
⑮	Shift key	Press this key to shift the keyboard between upper-case and lower-case for a single character entry. This key is also used to shift the function of certain keys. See page 22 for further details.	[SHIFT]
⑯	Code key	Press this key to enter characters marked in green on the keyboard. See page 22 for further details.	[CODE]
⑰	Mark/Auto Display key	• Press this key to mark data to retain when you delete multiple data items. • Following [SHIFT], press this key to automatically scroll through data displays.	[MARK] [AUTODISP]
⑱	Phrase Memory key	Use this key to store and recall often-used 10 words and phrases.	[PHRASE]
⑲	Return key	Moves the cursor to the beginning of the next line.	[↵]
⑳	NEXT key	Completes data input for an entry, and proceeds to the next entry.	[NEXT]
㉑	SET key	Stores entered data into memory.	[SET]

No.	Name	Function	Key CAP
㉒	COMBINE/HELP key	• Enters a Combine mark (⊕) to separate multiple search specifications. • While in the Spreadsheet Mode, press [SHIFT] key and then press this key to display the help messages. Note that the help function is available in the Spreadsheet Mode only.	[COMBINE]
㉓	SEARCH key	Press to enter a search routine to look for specific data items stored in memory.	[SEARCH]
㉔	Time/Date key	Press this key to input values that represent hours, minutes, years, months, or dates.	[TIME DATE]
㉕	Cursor keys	Use these keys to move the cursor up, down, left, and right on the display.	[▶] [◀] [▼] [▲]
㉖	Page Up/ Page Down keys	Press this key to scroll the index display up or down, six lines at a time. Also used to scroll from data item to data item.	▲ ▼
㉗	Display Change key	Press this key to switch from an Index Display to a Data Display or from a Data Display to an Index Display.	[DISP CHANG]
㉘	Schedule alarm key	Press this key to set a schedule alarm.	[SCHEDULE/ALARM]
㉙	Function key	Press this key to display the various function menus.	[FUNCTION]
㉚	Secret key	Use this key to register a password, to access the secret memory area, and to exit the secret area.	[🔒]
㉛	ESC key	Press this key to stop data communications or printing and to escape from the operation. This key is also used to break execution of other functions.	[ESC]
㉜	Function keys (F1 thru F5)	These are function keys, which are assigned functions used in the Spreadsheet Mode.	[F1] ⌇ [F5]

Storage Capacity

SF Unit's memory

The 64-kbyte memory capacity includes a 51,910-byte user area*. The following shows examples of what this means for the storage of data in each mode.

** Besides this, the SF unit holds 64-kbyte memory capacity (65,499-byte user area) for the Spreadsheet Mode.*

Telephone Directory

Approximately 2,470, under the following conditions:

8-character name
10-character telephone number

Approximately 1,230, under the following conditions:

8-character name
10-character telephone number
20-character address

Business Card Library

Approximately 570, under the following conditions:

10-character employer name
8-character personal name
10-character telephone number
10-character position
10-character department
20-character address

Approximately 630, when five business card items are stored for each employer under the conditions described above.

Memo

Approximately 2,350, 20-character memos.

Schedule Keeper

Approximately 1,730, under the following conditions:

1 item per day, 20 characters per item
30 days per month
Starting time specified, alarm time set

Approximately 1,990, under the following conditions:

1 item per day, 20 characters per item
30 days per month
Starting time specified, no alarm time

Auto Sort Sequence

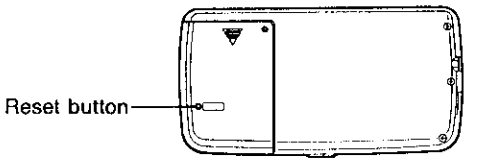
Telephone Directory data items are automatically sorted in alphabetical order according to the first letter entered for NAME.
Business Card Library data items are sorted according to the EMPLOYER entry. Data stored under each employer is further sorted according to personal names.

1	§	31	=	61	[	91	{	121	â	151	ij
2	(space)	32	>	62	\	92	¦	122	ê	152	æ
3	!	33	?	63	]	93	}	123	î	153	ç
4	"	34	@	64	^	94	~	124	ô	154	å
5	#	35	A	65	a	95	Á	125	û	155	ϕ
6	$	36	B	66	b	96	É	126	¿	156	£
7	%	37	C	67	c	97	Í	127	Ä	157	¥
8	&	38	D	68	d	98	Ó	128	Ë	158	Ω
9	'	39	E	69	e	99	Ú	129	Ï	159	a
10	(	40	F	70	f	100	À	130	Ö	160	o
11	)	41	G	71	g	101	È	131	Ü	161	×
12	*	42	H	72	h	102	Ì	132	Ã	162	÷
13	+	43	I	73	i	103	Ò	133	Õ	163	±
14	,	44	J	74	j	104	Ù	134	Ñ	164	°
15	−	45	K	75	k	105	Ã	135	IJ	165	2
16	.	46	L	76	l	106	Ê	136	Æ	166	3
17	/	47	M	77	m	107	Î	137	Ç	167	μ
18	0	48	N	78	n	108	Ô	138	Å	168	1/2
19	1	49	O	79	o	109	Û	139	Φ	169	1/4
20	2	50	P	80	p	110	¡	140	β	170	3/4
21	3	51	Q	81	q	111	á	141	¶	171	∫
22	4	52	R	82	r	112	é	142	¢	172	|
23	5	53	S	83	s	113	í	143	ä	173	Fr
24	6	54	T	84	t	114	ó	144	ë	174	←
25	7	55	U	85	u	115	ú	145	ï	175	→
26	8	56	V	86	v	116	à	146	ö	176	√
27	9	57	W	87	w	117	è	147	ü		
28	:	58	X	88	x	118	ì	148	ã		
29	;	59	Y	89	y	119	ò	149	õ		
30	<	60	Z	90	z	120	ù	150	ñ		

Resetting the SF Unit's Memory

Before describing the RESET operation, a note of **WARNING — *The following procedure will erase all data stored in memory, including marked data items. Be sure to perform the RESET operation only if you wish to clear all data.***

To reset the SF Unit's memory



1. Switch on power and press the **RESET** button with a thin, pointed object. The following message appears on the display.
   "DELETE ALL DATA ITEMS STORED IN MEMORY? YES [Y] / NO [N]"
2. Press [Y] to reset the SF Unit and clear everything from its memory. To abort the procedure without clearing anything, press [N].

Following the **RESET** operation, the Home Time Display appears. The initial settings of the SF Unit after reset are shown below.

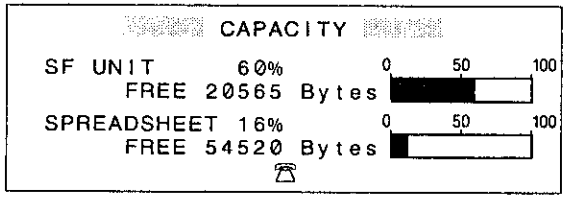
HOME TIME:	Washington D.C.
	JAN/1/1994 (SAT)
	12:00 AM
	12-hour format
WORLD TIME:	New York
Daily Alarm:	12:00 PM
Sound:	Schedule alarm →ON
	Daily alarm → OFF
	Key → ON
Character input:	CAPS

About the Memory Capacity Display

There are two types of Memory Capacity Display, as shown below;

SF UNIT: total memory used for storage of Telephone Directory, Business Card Library, Memo, Calendar, and Schedule Keeper data.

SPREADSHEET: total memory used for storage of Spreadsheet data.



Press the [SHIFT] key and then press the [CAPS] key to check the current memory capacity.

Data Input Error Table

Message	Meaning	Action
DATA ITEM NOT FOUND!	Text specified for search does not exist.	Correct or change specified text.
PASSWORD MISMATCH!	Wrong password entered.	Enter correct password.
MEMORY FULL!	No more room in memory for storage of data.	Delete unnecessary data items from memory.
DATA ERROR! CONSULT YOUR OWNER'S MANUAL UNDER "DATA ERROR"	Abnormal data caused by strong impact, static electricity, etc.	Consult the "DATA ERROR" section on page 2.

Specifications

Model: SF-8500

Data storage:

Telephone/business card/memo/schedule data storage/recall, calendar display, marker, phrase memory, secret area, editing, capacity display, auto display

Clock:

Average of accuracy ± 3 seconds per day under normal temperatures; worldtime, schedule alarm, daily alarm

Calculation:

12-digit arithmetic calculations, constants for +/−/×/÷, independent memory, percentages, square roots, 24-digit approximations, date calculations, other mixed calculations

General:

Display element: 32-column × 6-line LCD
Memory capacity: 64 KB (65,499 bytes) for the Spreadsheet Mode data plus 64 KB (51,910 bytes) for other modes' data.
Main component: LSI
Power supply: Main Power Supply—Two CR2032 lithium batteries
Backup Power Supply—One CR2032 lithium battery
Power consumption: 0.05W
Battery life:
Main: Approximately 120 hours (Repeated cycle of 1-minute data input into Telephone Directory followed by 10-minute display. Operation temperature of 20°C)
Approximately 150 hours (Continuous display in Telephone Directory. Operation temperature of 20°C.)
Backup: 5 years if main batteries are replaced as soon as they become weak.
1 year if dead main batteries are left in the unit.

- Note that the life of the battery that comes with the unit starts when the battery is loaded in the unit at the factory. The life you get from the battery may be shorter than normal because of the time the unit spends in transport, on the shelf, etc.

Auto power off: Approximately 6 minutes after last key operation
Operating temperature: 0°C – 40°C (32°F – 104°F)
Dimensions:
Unfolded: 10.5H × 154W × 155.2mmD (3/8" H × 6" W × 6 1/8" D)
Folded: 17.9H × 154W × 78mmD (3/4" H × 6" W × 3 1/16" D)
Weight: 152.5g (5.4 oz) including batteries

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